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# UNEXPLODED ORDNANCE

(UXO)

## A QUICK TEST (WITH ANSWERS)

Q1. What are these?

a



b



c



*Answer: (a) Cricket Ball; (b) Baseball; (c) Grenade*

Q2. Which one is not to be played with?

*Answer: C (Grenade)*

Q3. Why?

*Answer: A and B are used to play sport and to have fun, C the grenade and other UXO are used to injure and kill people and must never be played with. Even very old UXO are still dangerous. Australian children playing with UXO have been killed or injured so badly their lives were ruined.*



Q4. These are all UXO. What should you do if you find something that may be a UXO.

*Answer: If you find something that may be a UXO, DO NOT DISTURB IT, tell your parents, teachers or police. Police will arrange for military experts to attend and dispose of it.*

Q5. Where can you get more information on UXO in Australia?

*Answer: From the internet at [defence.gov.au/uxo](http://defence.gov.au/uxo).*

**Results: Congratulations you aced it there were no wrong answers. UXO should not cause you any problems.**



The Victoria PCYC would like to acknowledge the following premium partners of the Streetsmart Handbook.



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*On behalf of Victorian Police Citizens Youth Clubs (PCYCs), welcome to our official Streetsmart Handbook.*

*Victorian Police have been working alongside the community for many years and in various ways. PCYCs are excellent examples of how local police and community work together to provide access and opportunities for our youth.*



In 1926, being concerned for the welfare of local youth in St Kilda, Constable Arthur William (Bill) Lucas founded the East St Kilda Boy's Club (not the same one as the current St Kilda PCYC). Constable Lucas had a desire to 'keep the kids off the street and out of trouble' and he realised that 'today's law abiding citizen was yesterday's disciplined youth'.

Police officers during and after the Second World War were encouraged to become more involved with the community and 'act as paternal counsellor and friend to children whose fathers were away at war, and to show children that we are human and feel as they feel'. During this time we saw the establishment of PCYCs across the State.

Today, PCYCs remain a very worthwhile community based proactive initiative. Local communities continue to be involved in the establishment of these viable and long-term community resources that provide recreation and entertainment for youth, specifically those at risk of anti-social behaviour and those who are disadvantaged.

The Victoria Police Youth Affairs Office supports and gives advice to the PCYCs, however, Victorian PCYCs are all run independently by Management Committees. These committees are made up of local police, community members and local youth.



The Mission of PCYCs is 'Developing our future through helping young people'. With this in mind, PCYCs have the following aims:

- To have shared respect between police, community and young people
  - To reduce the incidence of young people becoming offenders or victims of crime
  - To develop young people's self-esteem, confidence, social and leadership skills
- To provide opportunities for challenge and excitement through law abiding behaviour
  - To encourage the principles of good citizenship.



To remain relevant in the community, PCYCs offer a substantially different form of activities and programs that fills a need within the fitness, recreational and social market. PCYCs aim to provide a wide range of sporting activities designed to promote good citizenship within local communities generally and for the disadvantaged and youth at risk. PCYCs provide a safe meeting place for local youth to participate in a number of activities such as craft, video nights, billiards, computer/homework sessions, boxing, basketball, day trips, gym work, self-defence etc. These clubs exist in suburbs of Melbourne and also in country areas.

PCYCs continue to be viable and relevant community resources and we trust that you will find this handbook to be a handy resource as well. Under the skill and guidance from our publishers, Countrywide Austral, and the generous assistance provided through businesses and supporters, we believe we have produced a vital resource that will assist youth in dealing with a wide range of life skills and issues.

Thank you for assisting Victorian PCYCs with this project and we urge you to support those who have got behind us to make this possible.

**For locations of Victorian PCYCs visit our link site at:**

**[www.police.vic.gov.au](http://www.police.vic.gov.au)**

# 4

## WORKING TOGETHER

### A MESSAGE FROM THE COMMISSIONER FOR CHILDREN AND YOUNG PEOPLE



Moving into adulthood is an exciting time. It is filled with new opportunities, adventures and freedoms, waiting to be explored and discovered. But it can be a scary time too. Suddenly you are faced with a whole new range of decisions and responsibilities that you have never had to deal with before.

Some of the best lessons I've learnt in my life have come from making mistakes and learning from my experiences. But there have also been times where I've been grateful to get some really helpful advice that has stopped me from making mistakes in the first place.

The Streetsmart Handbook is a collection of all the snippets of information and advice you need when you're entering the adult world, in a single compact book.

Whether you are moving out of home, trying to get a driver's license, deciding on a career or wanting some health and wellbeing tips; this book has got it covered. It will give you practical tools to negotiate with a dodgy landlord, help you avoid creeps on the internet, buy your first car and set a sensible budget. It will also save you a lot of Googling.

I hope this handbook helps you face the good, bad and boring parts of adulthood with confidence and calm. Getting the basics right will help free up more time and energy on what is most important: enjoying and making the most of this exciting time.

#### **Liana Buchanan**

Principal Commissioner for Children and Young People



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COMMISSION FOR CHILDREN AND YOUNG PEOPLE

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## LEARNING TO DRIVE



### GETTING YOUR CAR LEARNER PERMIT

#### *How old must I be?*

You must be at least 16 years old to get a car learner permit.

#### *What do I need to do?*

You need to read a *Road to Solo Driving* handbook. This can be bought from VicRoads, RACV branches and most newsagencies.

Alternatively, you can download the handbook online at [www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au).

The *Road to Solo Driving* handbook is designed to help you understand the road rules and the driver's responsibilities, and prepares you for your learner permit test.

Once you have passed your learner permit test, you will be given the Learner Kit. The Learner Kit comprises:

- Guide for Learners, which includes the learner log book
- Guide for Supervising Drivers

#### *Why do I need a Road to Solo Driving handbook?*

You will need to read *Road to Solo Driving* thoroughly before sitting for your learner permit test.

The aim of the handbook is to help you:

- Prepare for the challenges of driving
  - Find out how to learn to drive
- Manage and reduce your risks as a driver
- Understand the rules and responsibilities of driving
  - Monitor your progress and driving experience

One of the main reasons new drivers crash is because they haven't had enough time behind the wheel and, therefore, have not been exposed to a sufficient variety of driving situations and experiences.

What is the first step I need to take if I want to get my licence?



- Read a copy of the *Road to Solo Driving Handbook* then book your learner permit test with VicRoads.



[www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au)

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## BEHIND THE WHEEL

## LEARNING TO DRIVE

## GETTING YOUR CAR LEARNER PERMIT CONT ...

What do I have to take with me when I go for my learner permit?



- You must bring along original evidence of identity documents, money to cover the test fees and, where possible, the appointment card or appointment number.

*How will I be tested?*

You will do a computerised multiple-choice test based on the *Road to Solo Driving* handbook to test your knowledge of road law and road safety. You will also be required to complete an eyesight test. If you wear corrective lenses during the eyesight test, an S condition will appear on your licence.

*How can I find out more about the test?*

Practice tests can help you prepare and become familiar with this part of your assessment and these can be accessed via the VicRoads website: [www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au). The practice tests have instructions that are identical to those in the actual tests and provide some sample questions for you to try.

*What if I'm not very good at English?*

*Road to Solo Driving* is available in four other languages.

These are:

Arabic, Chinese (Mandarin), Turkish and Vietnamese.

The test can be taken in any of these languages as well as in: Albanian, Cambodian, Croatian, German, Greek, Italian, Laotian, Macedonian, Polish, Romanian, Russian, Serbian, Sinhalese, Somali and Spanish.

If you don't speak one of these languages, VicRoads can arrange for an interpreter to assist you. If you are deaf, you may request an Auslan interpreter.

When you make your booking, make sure you let VicRoads know if you need an interpreter for your test. You will not be required to pay for the use of an interpreter.

*Are there fees involved?*

Yes. The current licensing fees are listed on the VicRoads website. The fees will also be explained when you make your appointment. You will have to pay the appointment fee and a test fee before you are tested. A fee for the issue of the Learner Permit is also required when you pass the Learner Permit test.



## BEHIND THE WHEEL LEARNING TO DRIVE

GETTING YOUR CAR LEARNER PERMIT CONT ...

### *Where can I do the test?*

You can do the test at any VicRoads Customer Service Centre.

To make a booking, or to find out where your nearest testing office is located, contact VicRoads on 13 11 71.

### *What do I have to bring to the test?*

On the day, remember to bring along:

- Your appointment number or receipt
  - Evidence of your age and identity
- Money to pay for the learner permit.

### *What if I have a medical condition or disability?*

If you have a medical condition that may affect your ability to drive you may be requested to provide a medical report before your learner permit will be granted.

You can get more information from VicRoads before you apply for your learner permit to determine if you will need to provide a medical report.

### *What evidence of identity do I require?*

When applying for a learner permit you must provide the following:

1. One primary evidence of identity document (evidence of who you are and your age).
2. One secondary evidence of identity document (to confirm the current use of your name in the community).
3. Evidence of Victorian residence (if not shown on either primary or secondary evidence documents).
4. Evidence of change of name (if name differs between primary and secondary evidence documents).

A passport, birth certificate and certificate of naturalisation are all examples of primary proofs.

A birth extract is not an acceptable proof of identity.

For further information visit the VicRoads website:

[www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au)

What kind of medical conditions may affect me getting my learner permit?



- Some examples include but are not limited to poor vision, diabetes, epilepsy, cardiac conditions and taking prescribed medication continuously may affect your ability to drive.

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## BEHIND THE WHEEL

## LEARNING TO DRIVE

## GETTING YOUR CAR LEARNER PERMIT CONT ...

Once I have my car learner permit, how long is it valid for?

Some examples of secondary evidence of identity include a current Medicare card, bank card or statement of enrolment from an educational institution.

Only original documents are acceptable for evidence of identity. One document must contain your signature.

*When is my learner permit issued?*

When you pass the test you must pay for your learner permit card before it will be issued to you. You can't learn to drive until you have paid for your permit.

Once you have paid for your learner permit, you will have your photograph taken. You will then be given a receipt to use, until your learner permit card arrives in the mail.

When you receive your learner permit you will also be given the Learner Kit.

This is a step-by-step guide on learning to drive. It provides a plan for you and your supervising driver to help you develop safe driving skills over a sustained period of time.

The Learner Kit contains the two booklets, *Guide for Learners* with the learner log book and the *Guide for Supervising Drivers*. The guide for learners will help you make the most of your practice sessions, get the essential driving experience you need and keep track of your progress as you work towards your Ps.

You must use the learner log book to show you have had enough driving practice to get a licence. If you are under 21 years of age, it will help you structure your minimum requirement for 120 hours of driving practice including 10 hours of night driving. This is very important as you are required to hand the completed log book to the licence tester before you commence your drive test for a probationary licence.



- A car learner permit is issued for 10 years and can be renewed.



## BEHIND THE WHEEL LEARNING TO DRIVE

### GETTING YOUR CAR LEARNER PERMIT CONT ...

#### *How long is my car learner permit valid for?*

A car learner permit is issued for 10 years and can be renewed.

#### *What am I allowed to do after I obtain my learner permit?*

You may drive any type of car, but not a truck or a motorcycle, provided a fully licensed driver sits beside and supervises you.

Your supervising driver must not be on a probationary licence.

When driving a car:

- You must display 'L' plates on the front and rear of the vehicle which are clearly visible from a distance of 20 metres.
  - You must have a zero blood alcohol reading.
    - You cannot tow a trailer or caravan.
  - You cannot use a mobile phone while driving, including handsfree.
    - You must carry your learner permit card.
- You must hold a learner permit continuously for at least 12 months (if under 21 years of age).

Any learner driver who incurs five or more demerit points in any 12-month period or 12 points in a 3 year period may have their permit suspended for at least three months.

Can I incur demerit points on my learner permit?



- *Yes. Learner drivers can incur demerit points. Those who incur five or more points in 12 months or 12 points in a 3 year period may have their learner permit suspended.*



## BEHIND THE WHEEL

### LEARNING TO DRIVE

#### WHO CAN HELP?

My dad wants to teach me to drive. Is he allowed?

You must learn to drive only with a fully licensed driver. This can be a friend, a parent, a relation, a driving school instructor or a combination of these.

The choice is yours.

However, make sure the person you choose knows the road rules and safe driving practices. If your parents can't help, ask a friend who has recently obtained a licence to recommend someone who has the right skills. All supervising drivers must have a blood alcohol concentration (BAC) of less than .05; driving instructors must have a zero BAC.

You will be required to gain 120 hours of driving practice in all types of conditions, including 10 hours of night-time driving. You will be required to record all driving experiences in the learner log book and have your supervising driver sign off after each drive.

#### *The L Site: the learner driver's online resource*

This site contains hints, information and quizzes to test your progress online and provides a chance to share all things driving-related with other learners. The site can be found at:

[www.lsite.vicroads.vic.gov.au](http://www.lsite.vicroads.vic.gov.au)

You've got your learner permit and you're ready to travel. But, it's not always that easy. The secret is lots of practice – and when you cannot access the car keys, take a spin around The L Site.

#### *Keys Please – a program for learner drivers and their parents*

Keys Please is a free information session designed to help you learn about how to gain a variety of driving experiences and shows the importance of forming a positive partnership with your supervising driver.

These information sessions provide strategies for both you and your supervising driver so that when you say **Keys Please**, they hand over the keys and not the excuses.

**Keys Please** sessions are run by experienced presenters and are usually held in schools or community centres.

To find out when and where the next **Keys Please** sessions are being held, ask your school or contact VicRoads on 13 11 71.



- Yes, if your dad is a fully licensed driver.



## BEHIND THE WHEEL LEARNING TO DRIVE

### GETTING YOUR PROBATIONARY LICENCE

#### *When can I get my probationary (P1) licence?*

To apply for your licence in Victoria you must be at least 18 years of age and have held your learner permit for at least 12 months. If 21 years of age but under 25 years of age you must hold your Learner Permit continuously for 6 months in the period immediately before applying for a licence. If over 25 years of age you must hold your Learner Permit continuously for 3 months in the period immediately before applying for a licence.

You must complete 120 hours (including 10 hours of night time) drive practice before you can go on your drive test if under 21 years of age. These hours must be recorded in the log book issued to you by VicRoads. For more information please refer to [www.gls.arrivealive.vic.gov.au](http://www.gls.arrivealive.vic.gov.au) for details.

#### *How will I be tested?*

There are three steps involved in passing your licence test.

You must pass:

- an eyesight test
- the hazard perception test
- a practical drive test

In addition, you will need to provide a completed log book before you can commence the drive test if under 21 years of age.

#### *What do I write in the log book?*

You are required to record all driving experiences in the log book. All learner drivers under the age of 21 who obtained their learner permit on or after 1 July 2007 must complete a minimum of 120 hours of supervised learner driving experience (including at least 10 hours at night) before they can take the licence test.

These hours must be recorded in an official learner log book that is signed by the learner driver and the supervising driver. This log book is issued to the learner driver free of charge when they pass the learner permit test.

Learner drivers who do not accumulate 120 hours (including at least 10 hours at night) and have not been exempted from this requirement, will not be permitted to take the licence test and will lose their test and appointment fees.

If you misplace your log book, you can purchase a new one over the phone or at a Customer Service Centre. However, only one log book can be presented when you go for your drive test.

#### *What is the hazard perception test?*

The hazard perception test is designed to see how safely you respond to traffic situations. It indicates how well you are able to observe the whole road environment and anticipate potential hazards.

The hazard perception test uses video scenes of traffic situations. You will be given a driving task such as slowing down or making a turn. You will have to respond safely to each traffic situation

This test can be taken at the age of 17 years and 11 months. This test must be passed before the drive test can be conducted.

For some items, there is a time when it is safe to do the driving task and for those items you should click the mouse button during the safe time.



- It's strongly recommended supervising drivers have a zero BAC. However, legally, supervising drivers must have a BAC of less than .05, Driving instructors must have a zero BAC.

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## BEHIND THE WHEEL

## LEARNING TO DRIVE

## GETTING YOUR PROBATIONARY LICENCE CONT ...

What happens if I fail one part of the probationary licence test?



- If you fail both your practical drive test and the hazard perception test you may reschedule both tests for another time.

You must pass the hazard perception test before sitting the drive test. Successful test results are valid for up to 12 months.

*What do I have to do in the practical driving test?*

The drive test is approximately 30 minutes in length and is in two parts.

The first part involves five to 10 minutes of driving in less challenging situations to assess your basic driving abilities and readiness to continue the test. At the end of part one, you will be asked to park the car and the testing officer will assess and record your performance.

The second part involves driving in a wider range of traffic conditions to assess your driving ability more thoroughly in normal day-to-day driving tasks.

The drive test checks that you can:

- drive safely;
- control a vehicle smoothly;
- obey the road rules; and
- co-operate with other road users.

You are more likely to pass the drive test if you:

- have more than 120 hours of supervised driving experience;
- have had supervised driving experience in a broad range of different conditions – such as night, in wet weather and on different types of roads; and
- can drive safely and legally in different driving situations – such as normal and busy traffic, at intersections and on multilane roads.

*What vehicle can I use for the drive test?*

You can use a driving instructor's vehicle or your own vehicle. If you are using your own vehicle it must pass certain requirements. Please check [www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au) for a list of requirements.

*What happens if I don't pass one of the tests?*

If you fail one of the tests another appointment will be required. If your log book is incorrect or incomplete you will forfeit your Drive test appointment as well as the appointment fee. You must wait at least six weeks before you can sit your drive test.

*What type of licence will I receive?*

Probationary drivers under the age of 21 are issued with a four-year probationary licence card. For the first 12 months this is a P1 probationary licence for the following three years it is a P2 probationary licence. In the first 12 months you must display a red plate with a white P and for the next three years a green plate with a white P.

Drivers over the age of 21 skip the P1 period and go straight to a three year P2 probationary licence.



## BEHIND THE WHEEL LEARNING TO DRIVE

### GETTING YOUR PROBATIONARY LICENCE CONT ...

#### *Are there any restrictions for probationary drivers?*

After you pass your tests you will be issued with either a P1 or P2 probationary licence, which allows you to drive under the following restrictions.

- Must have a zero blood alcohol content (BAC of .00) at all times when driving.
- Drink driving offenders caught with a BAC of 0.07 or more will have to fit an alcohol ignition interlock for a minimum of six months once re-licensed.
- Must display an appropriate 'P' plate on the front and rear of the vehicle which is clearly visible from a distance of 20 metres.
  - Must carry licence at all times while driving.
- Must only drive a vehicle with an automatic transmission if the test was passed in an automatic vehicle. (This does not apply if the person has previously held a manual licence).
- Must not accumulate five or more demerit points in any twelve month period or twelve or more demerit points in a three year period.
  - No mobile phone use including hands free or hands held or any messaging of any kind for P1 probationary licence holders - Note: P2 probationary and full licence holders can use hands free.
  - No towing for P1 probationary drivers unless for work or at the request of the employer, or driving solely in connection with agriculture, horticulture, dairying, pastoral, commercial fishing, or under instruction with an experienced driver in the vehicle.
  - Restrictions on driving a probationary prohibited vehicle with eight cylinders, vehicles with turbocharged or supercharged engines, and nominated high performance six cylinder vehicles. Offences will attract a fine and three demerit points.
- Any suspension, drink driving offence without licence cancellation or suspension, or drug driving offence, will result in an extension of the P1 or P2 period.
  - P1 probationary drivers will only be permitted to carry one passenger (irrespective of age) for the balance of the P1 period on re-issue of a suspended or cancelled licence as a result of a traffic offence. Medical Review, Sheriff's Office suspensions and suspensions as a result of an offence committed under Section 51 of the Road Safety Act 1086 are excluded.
- P1 probationary drivers will only be permitted to carry one peer passenger aged 16 and less than 22 years when driving

Check [www.arrivealive.vic.gov.au/gls](http://www.arrivealive.vic.gov.au/gls) for further details

#### *How do I get a probationary P2 licence?*

If you are a probationary (P1) licence holder and you have a good driving record you will automatically advance to a probationary (P2) licence. If your licence is suspended, your probationary (P1) period will be extended and you will be issued with a new licence card displaying the amended P1 period. If your licence is cancelled, you will be re-issued with a 4 year P1 licence.

#### *Can I drive a probationary prohibited vehicle?*

- You are not permitted to drive high-powered vehicles; those that have:
- engines with eight or more cylinders
  - turbocharged or supercharged engines
  - nominated high-performance six cylinder engines
- engines that have been modified to increase the vehicle's performance.

Check [www.gls.arrivealive.vic.gov.au](http://www.gls.arrivealive.vic.gov.au) for further details

Once I have my probationary licence, what BAC must I have if I'm driving?



- *Probationary drivers must have a zero blood alcohol reading at all times while driving.*

**TAC** TRANSPORT  
ACCIDENT  
COMMISSION

**vic roads**

[www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au)

[www.smarthandbooks.com.au](http://www.smarthandbooks.com.au)



## BEHIND THE WHEEL CARS AND THE LAW

### DRIVING OFFENCES

#### *Some serious driving offences*

##### *Culpable driving:*

If you kill someone while you are driving a motor vehicle you could be charged with culpable driving.

##### *Culpable driving means:*

- driving recklessly;
- driving negligently; or
- driving while you are under the influence of alcohol or drugs (so that you aren't able to control the vehicle properly).

##### *Reckless driving*

Reckless driving is when a person deliberately ignores the fact that his or her driving is likely to cause someone else's death or serious injury.

##### *Negligent driving*

Negligent driving is when a driver seriously fails to take the amount of care that it would be reasonable to expect them to take in the circumstances.

The penalties for culpable driving depend on the seriousness of the offence. They can be very severe and often involve imprisonment.

##### *Dangerous driving*

Dangerous driving is when a person drives at a speed, or in a manner, that is dangerous to the public in the circumstances.

If you are convicted of this offence, you will lose your licence (or be disqualified from getting a licence) for a certain period of time. You could also be fined heavily and/or imprisoned.

##### *Careless driving*

Careless driving is a very broad offence and it is common for drivers to be charged with it in situations where they fail to exercise reasonable care and attention.



## BEHIND THE WHEEL CARS AND THE LAW

### DRIVING OFFENCES CONT ...

If you drive a motor vehicle carelessly, you could be given demerit points and be fined.

If you are convicted of careless driving while you are on your P-plates, you could also have your licence suspended and your probationary licence period extended by at least six months.

#### *Speeding*

Anyone who exceeds the speed limit on any stretch of road is breaking the law.

If you speed, you could be fined, be allocated demerit points, or even lose your licence or be disqualified from getting a licence for a certain period of time, depending on how much over the speed limit you were. You could also be charged with dangerous driving.

If you are convicted of speeding while you are on your P-plates, you could also have your licence suspended and your probationary licence period extended.

You will also be restricted to carrying no more than one passenger at any time while driving for the remainder of your P1 probationary period.

#### *What about races and speed trials?*

It is against the law to organise or take part in any kind of race or speed trial involving a motor vehicle.

This includes drag races and attempts to break speed records. The only exception is if the event has been officially authorised by the Minister.

You could be fined for this offence, have your vehicle impounded or confiscated, and also be charged with other offences such as speeding or dangerous driving.



*I'm a good driver.  
I never drive  
recklessly!*



- *The penalties for culpable driving depend on the seriousness of the offence. They can be very severe and often involve imprisonment.*

**NOTE: IF YOU ARE CAUGHT GOING 25KM/H OR MORE OVER THE SPEED LIMIT, YOU WILL LOSE YOUR LICENCE.**



## BEHIND THE WHEEL CARS AND THE LAW

### DRIVING AND ALCOHOL

A drink or two  
won't hurt...

Different blood alcohol limits apply to different people. It is an offence to drive if the amount of alcohol in your blood is over the limit that applies to you.

#### **Blood alcohol limits – which one applies to me?**

If you are on your L plates or your P plates, the zero blood alcohol limit applies – in other words, you must have no alcohol at all in your blood while you are driving. You could be fined and possibly lose your licence if you break this law. In some cases, you might have to take part in a drink-driving education program before you will be able to get your licence back again. You may also be required to have an alcohol interlock fitted to your car.

The 0.05 blood alcohol limit applies to most other drivers and riders. Different penalties apply depending on how much over the limit you are, and whether it is your first drink-driving offence or not. You could be fined, lose your licence and even be imprisoned.

If you drive with a blood alcohol level between zero and 0.05 while you are on your L plates or P plates, your learner permit or licence will be cancelled.

#### **Breath tests**

The police have the power to ask you to have a breath test if you are driving a motor vehicle, or if they have a reasonable belief that you were the driver of a motor vehicle that was involved in a crash no more than three hours ago. (If the police are not sure who the driver was, they can ask anyone they reasonably believe was in the car at the time to have a breath test within three hours of the crash.)

If the breath test shows that there is alcohol in your blood, the police have the power to arrest you and take you to a police station for the purposes of giving you a breath analysis.

#### **Driving under the influence**

It is an offence to drive while you are under the influence of alcohol. The police will look particularly at the way you are driving and will charge you if they think that you are so affected by alcohol that you cannot control the vehicle properly.

You can be charged with driving under the influence in addition to other drink-driving offences, such as driving when you're over the limit.



- *If you are on your L plates or P plates, the zero blood alcohol limit applies – in other words, you must have no alcohol at all in your blood while you are driving.*



## BEHIND THE WHEEL CARS AND THE LAW

### ROAD RULES

#### *Seat belts*

All car drivers and passengers in Victoria must wear seat belts.

The driver of a car will be fined and will be allocated demerit points for driving when not wearing a seat belt themselves, or for carrying passengers under the age of 16 who do not wear seat belts or approved child restraints. The driver may also lose their licence.

#### *Driving under the influence of drugs*

It is an offence to drive under the influence of illicit drugs. Tough penalties apply if you are caught with illicit drugs in your system.

#### *Drug tests*

The police have the power to ask you to do a random drug test. Roadside testing for illicit drugs is conducted using a saliva sample.

A driver provides a sample by placing the absorbent collector in their mouth or touching it with their tongue. The test takes around five minutes and drivers who return a positive result will require further tests.

#### *Drugs and driving*

To reduce the risk of a serious crash, do not use amphetamines, cannabis or other drugs if you are going to drive.

What else can I be charged with?



- You can be charged with driving under the influence in addition to other drink-driving offences, such as driving when you're over the limit.

YOU WILL LOSE  
YOUR LICENCE  
AND COULD BE  
FINED HEAVILY AND  
EVEN IMPRISONED  
FOR DRINK-  
DRIVING.

**TAC** TRANSPORT  
ACCIDENT  
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## BEHIND THE WHEEL CARS AND THE LAW

### WHAT SHOULD YOU DO AT THE SCENE OF A CRASH?

If there is debris strewn all over the road, do you leave it?



- *No, remove anything that might be a hazard to others.*

You must do the things set out below as soon as possible at the scene of a crash.

You must also give this information to any police officer who is present at the scene of the crash.

It is an offence to give false or misleading information.

You also have a right to get this information from other drivers or riders involved in the crash.

You do not have to work out who is to blame for the crash at this stage. You also do not need to make or accept any offers of payment for damage caused.

#### **Remove debris**

If you are the driver of a vehicle that has been involved in a crash, you should try to remove anything that has fallen from your vehicle on to the road that may cause injury or damage to other people or vehicles.

If you are unable to do this because of injuries you have suffered in the crash, then the person who removes your vehicle from the scene will be responsible for clearing the debris.

### REPORTING A CRASH

If you are a driver involved in a crash, you must report it as soon as possible to the police station nearest the scene of the crash:

- If someone has been killed or injured, and the police have not been called to the scene, or
- If property (including an animal) has been damaged or destroyed and neither the owner of the property (nor a representative of the owner) nor the police are at the scene of the crash.

If someone has been killed or injured in a crash, you must also report it to the Transport Accident Commission (TAC) within 28 days. You could be fined by the Commission for failing to make such a report. See contacts at the end of this handbook for phone numbers.

REMEMBER THAT YOU MUST NOT DRIVE A VEHICLE AFTER IT HAS BEEN DAMAGED AND IS LIKELY TO CAUSE DANGER TO YOURSELF OR OTHER PEOPLE. IF YOU FAIL TO REPORT AN ACCIDENT WHEN YOU ARE REQUIRED TO, IT COULD AFFECT YOUR RIGHT TO CLAIM COMPENSATION.



[www.lawstuff.org.au](http://www.lawstuff.org.au)



## BEHIND THE WHEEL CARS AND THE LAW

### REPORTING A CRASH CONT ...

#### *Stop*

You must stop immediately after you have had a crash, no matter how minor it may seem.

#### *Assist*

If you are driving a car or riding a motorcycle that is involved in a crash, you have a legal obligation to stop and to give any assistance that you are capable of giving to anyone who has been killed or injured in the crash. This is required by the law, regardless of whether the crash was your fault or not.

If you deliberately fail to stop, or give assistance, after a crash where someone has been killed or seriously injured, you could be fined heavily or even imprisoned. Even if no one has been hurt, you could still be fined or imprisoned for failing to stop after a crash. If you are a P-plate driver, your licence will automatically be suspended.

#### *Call the police*

The police do not always have to be called to the scene of an crash. However, they should be called if someone has been killed or injured.

#### *Give and get details*

If you are a driver or rider involved in a crash in which someone has been injured or any property (including an animal) has been damaged or destroyed, you have a legal obligation to give the injured person or the owner of the property (or their representative):

- Your name and address;
- The registration number of your vehicle; and
- The name and address of the person who owns the vehicle (if you are not the owner).



What details have to be given after a crash?



- Your name and address, registration number of your vehicle and name and number of the vehicle owner (if it is not your own vehicle).

**NOTE: EVEN IF THE POLICE ARE NOT CALLED TO THE SCENE OF AN ACCIDENT, YOU MAY STILL BE REQUIRED TO REPORT IT TO A POLICE STATION.**



# Hunkey Dory

## Fish & Chips

*Our aim is to be the best at what we do. We take pride in preparing and cooking fresh, tasty and healthy meals made to order. Our mouth watering seafood is delicious and tasty incorporating unique marinades and sauces that will keep you coming back. Our menu provides many healthy options such as simply grilled fish and wholesome salads to create a perfectly balanced meal.*

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No issue or concern is too small to address.

An active member of our community supporting Streetsmart  
Helping support the PCYC, Families and the Youth in the Local Community



## BEHIND THE WHEEL BUYING A CAR

### BUYING A SAFE CAR

#### *Buy the safest car you can*

Safety should be your most important consideration when looking for a new or used car. The safest cars can offer you and your passengers up to five times more protection in crashes than those that meet the minimum standards. You should always check the safety rating before you buy a car.

#### *Used cars*

If you want to buy a used car, the Used Car Safety Ratings (UCSR) is a reliable source of information about how safe the car is. To check these ratings and learn more about vehicle safety visit

[www.vicroads.vic.gov.au/Home/SafetyAnd Rules/SaferVehicles/BuyingASafeCar](http://www.vicroads.vic.gov.au/Home/SafetyAndRules/SaferVehicles/BuyingASafeCar)

#### *New cars*

Most of Australia's new top-selling models have been crash tested and given a star rating for safety; five stars is the safest. You should beware of cars that have fewer than four stars.

ANCAP (Australasian New Car Assessment Program) rates new cars. For a full list of ANCAP test results visit

[www.ancap.com.au/home](http://www.ancap.com.au/home)

#### **Buying a used car:**

1. Check its safety rating.
2. Get it inspected by a reliable, independent mechanic or vehicle inspector.
3. Check it on the Personal Property Securities Register.

The Personal Property Securities Register (PPSR) is a national record of registered security interests in motor vehicles. The PPSR can be searched for security interests in a vehicle across Australia and will tell you whether a vehicle is currently registered, has been stolen or written off.

By contacting the PPSR you can conduct a vehicle pre-purchase check. The following vehicle information is available:

- encumbrance (monies owing)
- vehicle details (such as make and model)
  - registration status
  - stolen status
- written off status (eg. recorded on the Written Off Vehicle Register)

This information will be provided in a PPSR Search Certificate. You will need the Vehicle Identification Number (VIN) or chassis number to conduct a search. Fees will apply. A clear PPSR search can provide protection from repossession if the vehicle is bought on the day the search is conducted or the following day.

#### **Contact PPSR:**

- Visit: [ppsr.gov.au](http://ppsr.gov.au)
- Email: [enquiries@ppsr.gov.au](mailto:enquiries@ppsr.gov.au)
- Phone: 1300 007 777

A person selling a vehicle to you (licensed trader or private seller) must advise you in writing whether the vehicle is entered on the Written-off Vehicles Register in Victoria or an interstate equivalent.

#### **Buying a written off vehicle:**

If you intend to buy a written off vehicle please refer to the VicRoads website.

*Note: There are restrictions on the type of cars a probationary driver can drive.*



*I'll just buy a car from a dealer and get them to organise the finance to pay for it.*

- *It's a good idea to check out what other sources of finance are available first because getting finance through a dealer is usually more expensive.*

#### **REMEMBER:**

**You will need to know the Vehicle Identification Number (VIN or chassis number) of the car in order for the Personal Property Securities Register to be able to do a search for you. A fee will apply.**



## BEHIND THE WHEEL

### BUYING A CAR

#### GOING FOR A TEST DRIVE

Always test drive a car before you buy it, but be careful!

If you have an accident during the test drive, the car dealer could have a right to claim compensation from you. Make sure first that the dealer has comprehensive insurance and that it covers people who are taking cars on test drives.

Need a new set of wheels, but want to avoid getting ripped off?



#### FINANCE

Many car dealers offer to arrange finance for you when you purchase a vehicle from them. However, it is a good idea to check out what other sources of finance are available first (for example, a loan from a bank or credit union) because getting finance through a dealer is usually more expensive.

It is against the law for a dealer to harass or put unfair pressure on you to use their finance. If this happens, you should contact the Office of Fair Trading or the Australian Competition and Consumer Commission.

**Consumer Affairs Victoria**  
Tel: 1300 558 181  
[www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)

**ACCC (Australian Competition and Consumer Commission)**  
Melbourne  
Phone: 1300 302 502  
[www.accc.gov.au](http://www.accc.gov.au)  
Complaints to the ACCC can be made without giving your name and they are free of charge.

#### SIGNING A CONTRACT

If you buy a car from a dealer, you will most likely have to sign a contract. This is a legal agreement between you and the dealer.

In most cases, if you are under 18 and you sign a contract, you will be bound by it. However, you may not be bound by the contract if the dealer has taken unfair advantage of your age, or you did not understand the contract when you signed it, or if the terms of the contract are unfair.

- *The Better Car Deals Guide tells you what you need to consider before parting with your hard-earned cash. It covers everything from where to buy a car, to obtaining finance, as well as the importance of vehicle inspections. Call 1800 678 328 and ask for your free copy of The Better Car Deals Guide or download it from the website:*

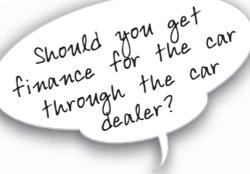
[www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)



## BEHIND THE WHEEL BUYING A CAR

### DISCRIMINATION

A car dealer should not refuse to sell you a car just because you are under 18. This is age discrimination and is against the law. You can complain to the Equal Opportunity Commission about this type of discrimination. You can also complain if a car dealer refuses to sell you a car because of your race, gender, sexuality, disability, marital status or pregnancy. These are all different kinds of discrimination. Sexual harassment laws also apply to protect people looking to buy a car.



### STATUTORY WARRANTY

A licenced motor car trader must provide a Statutory Warranty on the car, if it is not more than 10 years old and has travelled less than 160,000km.

The Statutory Warranty means the trader must repair any faults covered by the warranty during the warranty period so that the car is in a reasonable condition relative to its age. If the car is more than 10 years old or has travelled more than 160,000km the car will not be covered by the Statutory Warranty, but it is still required to be roadworthy, if the car is registered when sold.

#### *Vehicles exempt from statutory warranties*

A statutory warranty does not apply to any motorcycles or cars sold at a public auction.

#### *Vehicles not covered by a statutory warranty are:*

- Used cars that are more than 10 years old or those that have travelled 160,000 kilometres or more
  - motorcycles
  - commercial vehicles
- cars sold at a public auction.

#### *Items not covered by statutory warranty*

A statutory warranty does not cover things including (but not limited to):

- any accidental damage that occurs after the car has been delivered to the buyer
  - any damage caused by the driver due to misuse or negligence after they take possession of the car
- any item listed on a defect notice with a reasonable estimate of how much it will cost to repair
  - tyres, battery or any accessories. These accessories are:
    - radios, cassette players, CD players, MP3 and MP4 players and docks
      - DVD players and video display panels
      - telephone and in-car telephone kits
        - clocks and non-standard alarms
        - cigarette lighters
      - tools other than jacks and wheel braces
    - light globes, sealed beam lights and non-standard fog lights
  - global positioning systems (GPS) and satellite navigation systems
    - non-standard body hardware
      - power outlets, including cigarette lighter sockets
        - non-standard rear window demister
    - non-standard keyless entry systems and remote key pads
      - car aerials.



- *It's best to shop around first. It can be more expensive getting a loan through a car dealer.*

IT IS IMPORTANT  
TO READ THE  
CONTRACT  
CAREFULLY BEFORE  
YOU SIGN IT.  
YOU SHOULD GET  
LEGAL ADVICE  
IF THERE IS  
ANYTHING YOU DO  
NOT UNDERSTAND,  
OR IF YOU FEEL IT  
IS UNFAIR.



## BEHIND THE WHEEL BUYING A CAR

### STATUTORY WARRANTY CONT ...

Be aware that wear and tear items are not covered under warranty, nor is any damage caused by misuse or negligence.

The defect notice must be attached to the car while it is on sale, and the estimate of the cost of repairs must be reasonable. If you purchase the car, you must sign and receive a copy of the notice before the dealer can claim that the warranty does not apply.

### REGISTRATION & THE CERTIFICATE OF ROADWORTHINESS

All vehicles must be currently registered before they can be driven in Victoria, unless the vehicle is covered by an Unregistered Vehicle Permit.

When you buy a registered vehicle, the seller must give you a current Certificate of Roadworthiness in relation to that vehicle. The certificate deals with the safety of the vehicle and must be issued by a licenced vehicle tester. It is only valid for 30 days after the date it is issued.

If you buy a car from a dealer, it is the dealer's duty to send the Certificate of Roadworthiness and a completed notice of acquisition to VicRoads within seven days of selling you the car. However, if you buy from a private seller, it is your duty to do this.

If you buy an unregistered vehicle, you will not get a Certificate of Roadworthiness. You will have to arrange and pay for a Certificate of Roadworthiness yourself before you will be able to get the car registered in your name. If you purchase an unregistered vehicle, you must purchase an unregistered vehicle permit from VicRoads to allow you to drive the vehicle home or to take it to a licenced vehicle tester to obtain a Certificate of Roadworthiness.

For more information, contact VicRoads.

#### **VicRoads**

Phone: 13 11 71

TTY: 1300 652 321

[www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au)

Who provides the Certificate of Roadworthiness?



- *If the vehicle is registered, the seller provides the Certificate of Roadworthiness (valid for 30 days after date of issue). If you buy from a dealer then the dealer has to send the Certificate of Roadworthiness and completed notice of acquisition to VicRoads within seven days of you buying the car. If you are buying an unregistered car from a private seller then you have to arrange the Certificate of Roadworthiness.*



## BEHIND THE WHEEL REGISTRATION

### WHEN YOU REGISTER YOUR CAR

VicRoads will record the car's identifying details such as the make, model and Vehicle Identification Number (VIN), on its Vehicle Register.

It also records you as the person responsible for the car, which makes you the 'registered operator' for the vehicles.

#### *How old do I need to be?*

It depends on what type of vehicle you want to register.

To register a car you must be: 17 years

To register a motorcycle you must be: 17 years 9 months

To register a heavy vehicle you must be: 18 years

#### *Buying a car from a dealer*

Generally, the motor car trader selling you the car will help you with the vehicle registration for any new or second-hand car.

#### *Buying a car privately*

If the car is secondhand and you are buying it privately (e.g. from an ad in the paper or from a friend) you will need to transfer the vehicle into your name and pay the required fees.

The VicRoads vehicle registration transfer form contains detailed information on what to do when buying a vehicle. The transfer form must be filled out by both the buyer and seller to change the name of the registered operator with VicRoads. You will also be required to provide VicRoads with a Victorian Certificate of Roadworthiness.

A Certificate of Roadworthiness indicates that the vehicle is in a safe condition to drive on Victorian roads. These certificates can be obtained from any VicRoads approved licenced vehicle tester.

My mate wants to sell me his car. Should he be giving me a Certificate of Roadworthiness for it?



- Yes. You should be given a Certificate of Roadworthiness and if you contact the Personal Property Securities Register (PPSR) on 1300 007 777 or go to [ppsr.gov.au](http://ppsr.gov.au), you can check whether the vehicle is stolen, has money owing on it, or has been written-off



## BEHIND THE WHEEL REGISTRATION

REGISTRATION CONT ...

I want to know more about registration and licensing. How can I contact VicRoads?



One thing to remember when buying a vehicle is to calculate the motor vehicle duty correctly.

Paying the motor vehicle duty is the buyer's responsibility. Incorrect payment of duty can lead to fines for both the buyer and the seller.

### *Some things to check before you buy*

Before buying a car privately, you should contact the Personal Property Securities Register (PPSR) on 1300 007 777 or go to [ppsr.gov.au](http://ppsr.gov.au) to check that a vehicle does not have an encumbrance (money owing on it), whether the vehicle is currently registered, has been stolen or written-off.

For a fee, the Personal Property Securities Register (PPSR) can provide you with a PPSR certificate that provides legal protection against repossession. You will need to provide the vehicle details such as the Vehicle Identification Number or chassis number. To ensure you are getting the right information, you should get these details directly from the vehicle itself

- You can visit VicRoads on the net at: [www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au) or call them on 13 11 71.



## BEHIND THE WHEEL CAR INSURANCE

### INSURANCE

In order to drive a car or ride a motorcycle in Victoria, you must have third-party insurance. You must pay for third-party insurance before you can register, or renew registration for, your vehicle.

#### *What is compulsory third-party insurance?*

Compulsory third-party insurance is a type of insurance that all car drivers and motorcycle riders must have.

The Transport Accident Commission (TAC) is the third-party insurer in Victoria. When you register your vehicle (or renew your registration each year), you have to pay a certain amount for the TAC Levy. This covers you if you have a crash and the injured person makes a claim against you for compensation. However, it does not cover any damage to property (such as cars or luggage) caused by the crash.

#### *What is comprehensive insurance?*

Comprehensive insurance covers damage to property (such as cars or luggage) resulting from a crash. It covers both damage to your own property and to other people's property.

#### *What is third-party property insurance?*

Third-party property insurance covers damage you cause to other people's property up to a limited amount, and only if the crash wasn't your fault and the other driver can be identified.

Unlike comprehensive insurance, this type of insurance does not cover vehicle owners for any damage to their own property.

However, if you have a crash and you only have third-party property insurance, you may be able to claim compensation for damage to your own property from the other person involved in the crash.



I can't afford insurance!



- *It is against the law to drive or ride without third-party insurance and, if you do, you could be fined.*

**THIRD-PARTY  
PROPERTY  
INSURANCE: ALL  
DRIVERS SHOULD  
AT LEAST HAVE  
THIS TYPE OF  
INSURANCE (IN  
ADDITION TO  
COMPULSORY  
THIRD-PARTY  
INSURANCE).**



## BEHIND THE WHEEL

## RIDING A MOTORBIKE

## LICENCE REQUIREMENTS

You can apply for a motorcycle learner's permit at 18 years of age.

You can apply for a probationary licence to ride a motorcycle at 18, as long as you've had your learner's permit for at least three months.

While you're on your P plates, you cannot ride a motorcycle unless it is approved under the Learner Approved Motorcycle Scheme (LAMS). To view the list of motorcycles go to [www.vicroads.vic.gov.au/lams](http://www.vicroads.vic.gov.au/lams).

## MOTORCYCLES AND THE LAW

*Alcohol*

It is an offence to ride a motorcycle if you are over the blood alcohol limit. You could be fined and lose your licence.

*Drugs*

It is against the law to ride a motorcycle under the influence of drugs. You could be fined, lose your licence and even be imprisoned. 'Drugs' include cannabis, amphetamines, barbiturates, heroin and most sedatives (e.g. valium).

**Remember:**

*The police have the power to ask anyone who has been riding a motorcycle to have a breath or saliva test.*

## MOTORCYCLE SAFETY

*Improving motorcycle safety*

Motorcycle riders are less protected than closed vehicle occupants and risk serious injury if involved in a crash, regardless of whether they were at fault. Severe head and brain injuries often occur in motorcycle crashes and motorcycle riders face a fatality risk many times greater than for a car occupant.

*Helmets are uncomfortable to wear!*



- *In Victoria, it is compulsory for a rider and pillion passenger to wear an approved motorcycle helmet.*

*Approved motorcycle helmets carry the Standards Australia sticker.*



## BEHIND THE WHEEL RIDING A MOTORBIKE

### MOTORCYCLE SAFETY CONT ...

Anyone who rides a motorcycle, or is thinking of riding or riding pillion on a motorcycle, understands that they are more likely to be hurt in the event of a crash than car drivers. Injuries sustained by riders and pillion passengers are often to the head, arms and legs, and frequently involve broken bones and skin damage, sometimes referred to as 'gravel rash'.

#### *Why wear protective clothing?*

To reduce the seriousness of head injuries, those on motorcycles must wear approved helmets at all times. Protective clothing, such as leather pants, jacket, gloves and covered boots can reduce the severity of injuries sustained.

#### *Motorcycle helmets*

All motorcycle riders and passengers in Victoria must wear approved motorcycle helmets. There are no exceptions. A motorcycle rider will be fined and will be allocated demerit points for riding without a helmet themselves, or for carrying a passenger who does not wear a helmet.

A passenger will be fined for not wearing a helmet.

#### *Gloves and boots*

Just as some riders choose to ride in unprotective casual clothing, many other riders wear 'the right stuff' but leave out gloves and boots.

In a crash, it's usual for the hands and feet to flap about uncontrollably, striking the bitumen many times. Countless riders have survived a crash with almost no injuries except severe skin loss and lacerations to the hands and feet.

One final thing you might consider: wearing protective clothing that is light in colour will increase your visibility in traffic.

Are gloves and boots essential for riding?



- *Just as some riders choose to ride in unprotective casual clothing, many other riders wear 'the right stuff' but leave out gloves and boots.*

*In a crash, it's not unusual for the hands and feet to flap about uncontrollably, striking the bitumen many times. Countless riders have survived a crash with almost no injuries except severe skin loss and lacerations to the hands and feet.*

For contact information and websites about Behind the Wheel, please see **page 193**



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## BULLYING



### WHY DO PEOPLE DO IT?

Bullies seek to hurt others for different reasons. Some think it is fun and are looking for a laugh, others are simply bored. Some bullies think it will make them popular, fit in with a group or fear that, if they don't go along, they will become the next target. Others want power.

Sometimes, bullying is a way for perpetrators take their frustration and anger out on others or seek revenge.

Bullying can not only occur within the school community, it can also occur in the home between siblings or by a young person bullying a parent, especially their mother. Bullying has direct links to domestic and family violence. Also, the likelihood a young person bullying others may increase if they see one parent subjected to abuse and violence by the other parent or partner.



### WHAT IS BULLYING BEHAVIOUR?

Bullying can include any of the following:

- teasing
- name calling
- making fun of or humiliating an individual
- deliberately excluding someone from groups or activities
- making negative comments about a person's race, sex or sexuality
  - pushing, hitting or being violent in some other way
  - making threats or saying things to scare someone
  - forcing someone to do silly or dangerous things
  - damaging, hiding or breaking a person's things
    - demanding money, food or other items
  - belittling someone's abilities and achievements
    - writing insulting or spiteful notes or graffiti
      - making fun of a person's appearance
- posting offensive messages on social networking sites
  - sending malicious or threatening text messages.

*Bullying is when a person, or a group of people, uses behaviour that is cruel or hurtful to you. This includes someone being physically violent, making threats or harassing you. Bullying means ongoing verbal or physical attacks against you.*

**BULLYING MUST  
BE TREATED  
SERIOUSLY**



## BULLYING

## BULLYING

## WHAT IS BULLYING BEHAVIOUR? CONT ...

If I keep quiet  
it might go  
away!

Bullying can happen anywhere: out of school, in the school grounds, in the toilets, going to and from school, in the classroom, by mobile phone or over the internet.

Bullying must be treated seriously. It can amount to a criminal offence when there is physical violence, intimidation or threats made to harm you.

Bullying happens a lot in Australian schools. Research suggests that about one in five students have been bullied or harassed at some stage of their time at school.

See these websites for more information

**Lawstuff** [www.lawstuff.org.au/](http://www.lawstuff.org.au/)

**Bullying No Way!** [www.bullyingnoway.com.au/](http://www.bullyingnoway.com.au/)

and

**Cybersmart** [www.cybersmart.gov.au](http://www.cybersmart.gov.au).

## WHAT CAN I DO IF I AM BEING BULLIED?

*Tell someone what is happening to you.*

If you are being bullied at school, or outside school, tell someone about what is happening to you. You can do any of the following:

- talk to the school counsellor and ask them to help you do something about it
- tell your parents so they can talk to the school about it
- tell your teachers or the principal, so they can talk to and identify the best approach to dealing with the bully/bullies and the bullying behaviour.
- keep telling people until someone helps you.

If you have a friend that is being bullied, try to support them. Talk to them about what is happening and ask them if you can help them to do something about it. You could offer to go with them to talk to the school counsellor, the teacher or the principal.

- You can also call the **Kids Helpline**, a counselling service specifically for people aged between 5 and 25, on 1800 55 1800.

*Make a Formal Complaint to the School*

Your school has a duty to make sure that students are not bullied or harassed and that it is a safe place for you to be. If telling people is not enough to stop the bully's behaviour, you can make a formal complaint to the school. Ask your parents or a trusted adult to help make the complaint, if you need to.

*Bullying is not OK, and you don't have to put up with it. You have the right to feel safe.*



## BULLYING BULLYING

WHAT CAN I DO IF I AM BEING BULLIED? CONT ...

### *Get Legal Advice*

If the school cannot or will not stop the bullying, you can contact a community legal centre and get legal advice. This is a free and confidential service.

For contact details of the **National Children's & Youth Law Centre** go to [www.lawstuff.org.au/](http://www.lawstuff.org.au/)

### *Call the Police*

If someone has been physically or sexually violent towards you, has threatened to be physically or sexually violent towards you or has damaged or stolen your property, you can involve the police.

These behaviours are against the law and if the bully is over 10 years of age, they could be charged or given a warning by the police.

**For further information, go to:  
Bullying No Way! [www.bullyingnoway.com.au](http://www.bullyingnoway.com.au)**

## CYBER-BULLYING

WHAT IS CYBER-BULLYING?

Cyber-bullying occurs when people deliberately and repeatedly intend to hurt another person via communication technologies such as email, websites, message boards, instant messaging or mobile phones.

### *How is cyber-bullying different from other types of bullying?*

While physical and verbal bullying are done face to face, cyber-bullies hide behind a computer screen or phone, doing their damage anonymously. Cyber-bullying can be more vicious, because people are less inhibited when they think they can hide their identity. In addition to not knowing who is bullying them, sometimes the person doesn't even know it is happening.

While cyber-bullying is 'virtual', its repercussions are anything but. This form of bullying can be seen by more people because the internet has a worldwide audience and victims are no longer protected by the safety of their home.

Don't be part of the problem. Think before you type. Words are powerful. They can hurt people. Treat others as you want to be treated. Being unable to see a person is no excuse for rude behaviour.

How can I avoid online bullying?



*Be very careful about sharing personal information (address, phone number, etc), feelings or photos online. Stay as private as you can.*

**CYBER-BULLYING CAN HAPPEN AT ANY TIME OF DAY OR NIGHT, FROM ANY LOCATION.**



## BULLYING

## CYBER-BULLYING

## WHAT IS CYBER-BULLYING? CONT ...

Parents can handle cyber-bullying, can't they?



*NO ... Because most incidents of cyber-bullying occur out of adults' sight, it's important that you learn to protect yourself online and look to ways of responding to the cyber-bullying of others when you see it. However, it is still important to let a parent or other trusted adult know and to report incidents to your internet service provider (ISP), school or police.*

*Is cyber-bullying only a problem for young people or does it affect adults too?*

Anyone, at any age, can be a target of cyber-bullying, just as anyone, at any age, can be a cyber-bully. In fact, teachers have been cyber-bullied. We probably hear more about cyber-bullying in relation to young people, because they are often more tech-savvy than adults, spending many hours on the internet and using mobile phones.

*So what can we do?*

### Prevention

Cyber-bullying is everyone's business and the best response is a proactive or preventative one. Protecting your information is a good starting point for thwarting the random cyber-bully.

- **Do not give out any personal or identifying information** (i.e. your name, names of family/friends, home address, phone number, school, shopping centres, parks or other locations near your home, your favourite teams, email addresses or screen names, passwords, photos of yourself). Be cautious. You have no way of knowing if the person you're talking with is honest, no matter how nice they seem. When you fill out online profiles, don't give identifying information. You don't know who will see the information. If bullies don't know how to find you, it's harder for them to escalate to a physical attack. If they don't have your photo, they can't manipulate it to embarrass you.
- **Guard your contact information.** Only give your mobile phone number, instant messaging name or email address to trusted friends, and keep a note of who you've given it to. Consider using caller ID blocking to hide your phone number when making calls. Similarly, don't leave your name on your voicemail. Don't give your details to people you don't know – or don't want to know!
- **Use privacy settings.** Social network sites, web-based email accounts and web browsers all have privacy settings that you can use to help protect yourself from unwanted attention. For example, you can block people you don't know from accessing your photos or profile on Facebook.



## WHAT IS CYBER-BULLYING? CONT ...

- **Chatroom safety.** Only go to moderated chatrooms and observe chatroom conversations before chiming in. Select a screen name that doesn't reveal your name, age, sex, location or any other personal information. Don't select a screen name that can attract the wrong crowd or bring you negative attention.

Don't agree to have a private chat with anyone. If someone asks A/S/L (age/sex/location), say you are not comfortable revealing that information. Be polite and respectful, just as if you were talking in person.

- **Take a stand against cyber-bullying.** Speak out whenever you see someone being mean to another person online. Most people respond better to criticism from their peers, than to disapproval from adults.



## TEN STEPS TO STOP CYBER-BULLYING

If you are being harassed online, take the following actions immediately:

- 1. Assertively ask the bully to stop.** Otherwise, don't respond or argue with the bully. Don't answer emails, instant messages, text messages, or other messages from a bully. Don't visit the bully's blogs, web pages or other sites you know the bully uses. Your visit can be detected even if you don't type. People who bully get their kicks from knowing they've upset their target. Don't let them know they've upset you and you've taken away half their fun.

- 2. Tell your parents or a trusted adult,** this can be a teacher, older sibling or grandparent – someone who can help you to do something about it.

- 3. Save proof of cyber-bullying.** Don't delete anything. Copy and paste conversations or take a screen grab (use the "prt sc" button, or shift or control and "prt sc" or "fn" and "prt sc") and paste it into a document. Save emails. Save text messages and/or voicemails. Keep a record of witnesses.

- 4. Make changes.** Leave the area or stop the activity. Place the offender on block/ban/ignore. Log out. Change your email address, screen name, mobile phone number and any other ways the bully might contact you.

*Cyber-bullying occurs when one or more people deliberately, and repeatedly, intend to hurt another person through communication technologies such as emails, chatrooms, websites, message boards, instant messaging, mobile phones or pagers.*



## BULLYING

## CYBER-BULLYING

## TEN STEPS TO STOP CYBER-BULLYING CONT ...

What can I do if someone is cyber-bullying me?



*Don't respond to the bully. Don't answer phone calls, read text messages, e-mails, or comments from cyber-bullies. Resist the urge to see or hear the latest insult. But do save the material in case a law enforcement authority needs it as evidence or to take action.*

**5. Report cyber-bullying to the moderator, the site, your internet service provider (ISP) or the mobile phone company.**

Most service providers have appropriate use policies that restrict users from harassing others. They can respond to reports of cyber-bullying over their networks, or help you track down the appropriate service provider to respond to.

**6. Have your parents or another trusted adult contact the bully's parents with evidence of cyber-bullying.**

Let them know this behaviour could be punishable by law and that you're willing to press charges.

**7. Contact your school.** If cyber-bullying doesn't occur on school property, your school may not be able to help; but, it's worth a try.

**8. Call the police.** If you feel that you are physically at risk in any way, including any criminal activity such as threats of violence, extortion, stalking, obscene or harassing phone calls or text messages. Explain the situation and let the police guide you. It's a criminal offence to use any form of communication to menace, or harass or offend another person.

**9. Download the Cybersafety Help Button where you can talk, report and learn about cyber-bullying.**

It provides links to Kids Helpline counselling services, links to the safety centres of social networking and online games sites to report abuse and bullying, and access to cybersafety websites for information about cyber-bullying. The Help Button is free to download from the Department of Broadband, Communications and the Digital Economy's website at [www.dbcde.gov.au/helpbutton](http://www.dbcde.gov.au/helpbutton)

**10. If all else fails, consider seeking legal advice.** Community legal centres offer a free and confidential service. For contact details of the National Children's & Youth Law Centre go to [www.lawstuff.org.au/](http://www.lawstuff.org.au/)



## BULLYING CYBER-BULLYING

### HOW CAN I TELL IF MY FRIEND IS BEING CYBER-BULLIED?

There are several warning signs: changes in your friend's mood or behaviour – such as crying, depression and fearfulness or changes in eating and sleep habits; uncharacteristic reactions while on the computer or mobile phone (quickly clears screen or stops talking on phone when anyone walks by); refusal to talk about their internet use; withdrawal from friends and family; not wanting to go to school or participate in school activities; and a decline in school marks.

#### *Support services*

#### **Cybersafety Help Button**

Download the Cybersafety Help Button so you can talk, report and learn about cyber-bullying. It provides links to Kids Helpline counselling services, links to the safety centres of social networking and online games sites to report abuse and bullying, and access to cybersafety websites for information about cyber-bullying. The Help Button is free to download from the Department of Broadband, Communications and the Digital Economy's website at: [www.dbcde.gov.au/helpbutton](http://www.dbcde.gov.au/helpbutton)

**Kids Helpline (1800 55 1800)** is a free and confidential counselling service for 5 to 25 year olds in Australia. [www.kidshelp.com.au](http://www.kidshelp.com.au)

**Lifeline (13 11 14)** is a free and confidential service, staffed by trained volunteer telephone counsellors, who are ready to take calls 24-hours a day, any day of the week, from anywhere in Australia. [www.lifeline.org.au](http://www.lifeline.org.au)



Download the **Cybersafety Help Button** where you can talk, report and learn about cyber-bullying. It provides links to Kids Helpline counselling services, links to the safety centres of social networking and online games sites to report abuse and bullying, and access to cybersafety websites for information about cyber-bullying. The Help Button is free to download from the Department of Broadband, Communications and the Digital Economy's website at [www.dbcde.gov.au/helpbutton](http://www.dbcde.gov.au/helpbutton)



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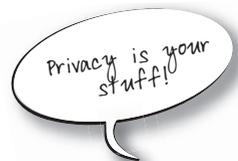


## LOOKING OUT FOR YOURSELF ONLINE

The internet is a great place to buy cool stuff, meet different people and find information on almost any topic. However, the internet also has attractions for con artists and criminals. Identity theft, phishing, scamming and other inappropriate behaviour has a real-life negative impact. It is important to know how to use the internet safely.

## IDENTITY THEFT

Identity theft online and through mobiles is a real problem. Using your details, scammers can steal your money and make illegal transactions. They manage to get information such as passwords, bank account and credit card numbers by making friends in chat rooms or by enticing people to hand over personal details through specially designed websites, or pop-up windows, that look like legitimate commercial sites.



The worst cases of identity theft have seen bank accounts get emptied, people denied employment or student loans, or end up with a criminal record resulting from a crime they did not commit! Identity theft is happening more and more in Australia. Young adults are frequently victims of identity theft: in the past 12 months, 28 per cent of the reported identity theft cases happened to 18–29 year olds.

## HOW TO PROTECT YOUR IDENTITY

- *Keep your private stuff private. Don't give out any information that might identify you, like telephone numbers, home address, school name, parents' office address, even the name of your local sporting club.*

- Don't ever give your password or login details out.
- Never carry your Tax File Number (TFN) or birth certificate with you. Keep them in a safe place at home.
- Don't lend your mobile phone, student card, bank card or credit card to anyone.
  - Don't leave your purse, wallet or backpack unattended.
- Don't use your mother's maiden name for a password. Choose only definite passwords that mean something to you only and change them often.
  - Never respond to emails asking for personal information, even if they appear to be from legitimate websites. If you're suspicious about your account, call the organisation or open a new browser window and type in the company's correct website address yourself.
  - Do not cut and paste the link from the message into your browser – phishers can make links look as if they go to a genuine organisation, but instead send you to a different site.
  - Never send personal or financial information via email.
- Use anti-virus software and a firewall, and keep them up to date.



## BULLYING

## CYBER-SAFETY

## PHISHING – WHAT IS IT?

Be wary of attachments!



- *Only open or run email attachments if you know where they come from and what they are. Never open attachments on spam mail, or mail that seems to come from you but that you don't remember sending.*

EMAIL IS ONE OF THE PRIME MOVERS FOR MALICIOUS VIRUSES.

REGARDLESS OF HOW ENTICING THE 'SUBJECT' OR ATTACHMENT MAY LOOK, BE CAUTIOUS.

Phishing is a common type of spam that can lead to the theft of your personal details, such as your bank account numbers or your online banking passwords. These attacks work through 'spoof' or fake emails that appear to come from a legitimate website such as a bank, credit card company or ISP – any site that requires users to have a personal identity or account. The email may ask you to reply with your account details in order to 'update security' or for some other reason.

#### *How can you protect yourself from scams like these?*

- Never respond to emails that ask for personal, banking or financial information.
- Don't click on banking URL details in emails – instead, type out the URL in your browser address bar.
- Keep a regular check on your accounts and notify the bank if anything bad seems to be happening.
- Check that the website you're visiting is secure by ensuring it has https:// ('s' for security) rather than the usual http://. Also, look for a lock icon in the status bar.
- Never give out your email and your personal details to people you are unfamiliar with.

#### *Who can you report a phishing scam to?*

- Your first contact should be the local police department.
- The Australian High Tech Crime Centre normally deals with this type of issue: You can email them at [onlinereport@ahfcc.gov.au](mailto:onlinereport@ahfcc.gov.au) or find info on the web at [www.ahfcc.gov.au](http://www.ahfcc.gov.au)
- You can anonymously report scammers by contacting **Crime Stoppers (Anonymous) 1800 333 000**
- You can report them to **SCAMwatch** at [www.scamwatch.gov.au](http://www.scamwatch.gov.au). You can also access **SCAMwatch** resources through the **Cybersafety Help Button**. The Help Button is free to download from the Department of Broadband, Communications and the Digital Economy's website at [www.dbcde.gov.au/helpbutton](http://www.dbcde.gov.au/helpbutton)
- Advise your bank or credit union as well so they can make sure all their customers are protected.



## KEEP YOUR COMPUTER SECURE

Besides slowing down your computer and subjecting you to annoying pop-ups, worm and virus attacks can do serious harm.

Hackers relentlessly bombard networks for fun and profit with viruses, worms and spyware, probing for weaknesses, turning computers into a battleground.

You can call on weapons of your own for protection:

*Install a firewall*

The first line of defence, a firewall, is a program that:

- Keeps hackers out. A state-of-the-art firewall 'hides your machine from hackers' so viruses can't enter.
- Keeps important stuff protected. A firewall prevents passwords, account numbers and other sensitive information from being transmitted without your permission.

Some firewalls are available free of charge and take just a few minutes to install. Just do a search for 'free firewalls' and see what you find, but be cautious and check that any the software is reputable before you install it. Free firewalls help a little, but the ones you pay for have many more features. These can be email attachment protection, advanced IP blocking, ad blocking or pop-up-window protection, and they provide more automatic functions.

*Use antivirus software*

Viruses are unauthorised computer codes attached to a program or portions of a computer system that reproduce and spread from one computer to another. They can destroy information stored on the computer and interrupt operations. No matter how vigilant you are, sooner or later a virus will worm its way into your computer. An antivirus program detects and destroys this rogue code.

Software makers often package antivirus programs with their firewall. It's a natural complement. Firewalls help prevent viruses from entering your system; an antivirus program searches for and destroys any that get through.

Firewalls are an especially useful defence against brand new worms that antivirus programs do not yet recognise. After the virus's code becomes known, the antivirus software can deal with it. Firewalls are important because there are so many new worms, viruses and variants.

There are reputable antivirus software companies. An internet search will produce a list for you to choose from and download. You can also purchase antivirus software from computer shops.

**Remember to keep your antivirus software up to date!**



- *When leaving your computer unattended, you should either shut it down or physically disconnect it from the internet connection. This lessens the chance that someone will be able to access your computer.*

---

**COMPUTER PROTECTION IS EVERYONE'S RESPONSIBILITY. SINCE WE'RE ALL PART OF A VAST INTERCONNECTED SYSTEM WE ALL HAVE TO BE PART OF THE SOLUTION.**



## BULLYING CYBER-SAFETY

KEEP YOUR COMPUTER SECURE CONT ...

Protect  
your  
computer!



- *Never accept files or downloads from people you don't know or from people you do know, if you weren't expecting them. This includes URLs.*

### *Use antispyware software*

Spyware is any software program that helps to gather details (such as personal information and browsing habits) about a person or organisation without their knowledge and, worse still, can install keystroke loggers that can steal personal/private information and relay it to a third party.

For the most part, users themselves open the door and invite spyware in by downloading free software indiscriminately or by clicking on pop-ups or dialogue boxes.

Some spyware will take over your browser so that every time you access the web it will go to a specific page rather than your normal home page. Other spyware will merely generate a spate of pop-up ads that can make web surfing a chore. But it's the keystroke logging spyware that can cause the most financial damage.

An internet search will come up with a list of both free software and software to purchase.

### *Take advantage of security updates*

Your internet service provider (ISP) and your browser periodically issue security updates. Often these are to patch holes that viruses can get through. Make sure you have all the latest fixes.

Reputable software vendors dedicate parts of their websites to patches; if you don't have or use auto-update mechanisms in your software you can go there.

Check for updates frequently at [www.microsoft.com/technet/security/default.msp](http://www.microsoft.com/technet/security/default.msp) or [support.apple.com/kb/HT1222](http://support.apple.com/kb/HT1222)

You can also register for free email notification for security update information at [www.microsoft.com/technet/security/bulletin/notify.msp](http://www.microsoft.com/technet/security/bulletin/notify.msp) or [lists.apple.com/](http://lists.apple.com/)

The **Stay Smart Online** website has a free alert service that informs you of the need to update software, provides information on scams and viruses. This is a free service and is available at [www.staysmartonline.gov.au](http://www.staysmartonline.gov.au).



## BULLYING CYBER-SAFETY

### CHAT ROOMS

#### *Choosing a user name*

Visiting chat rooms is good fun – however, it's advisable to choose a user name that doesn't have sexual or explicit connotations.

Suggestive names can attract people who want to talk about sex or other things that might make you feel uncomfortable.

When chatting online, select a user name that's not your real name. Your own name, address, telephone number, mobile number, private email address and picture might mean you attract the wrong sort of attention. The Internet is just another public place, so be careful who you trust online.

Remember that online friends are really strangers. Taking it slow and steady keeps you in control. Think carefully about what information you give out.

If the chat conversation starts to get sexual (like 'virgin') you might be straying into dangerous territory. This might make you uncomfortable and chat like this can put you at risk.

If the way the chat is going starts to make you uncomfortable, stop the conversation. You can close down the private conversation or logout of the chat room. If you don't want to see messages from a particular person or receive private messages from them, you can block them. To do this you right click on the name of the person in the contact list – this should give you a range of options, one of which is block, sometimes called 'ignore'. If right-clicking doesn't work, have a look in your preferences for this function, or there may be a block/ignore button in the chat room itself.



- *Don't use your real name as your login. Think carefully about the impression you want to give when you choose a login. Make it non-identifiable and non-gender-specific (and keep it clean).*

### MOBILE SMART

#### *Mobile hints*

**1. Keep your private stuff private.** Just as for chat rooms – Don't give out any personal information that might identify you.

**2. Mobile phone scams.** Free offers sent by text message often turn out to be scams, for example, having to pay to download ring tones each month so all your credit gets eaten up. If you respond to the text message, you can expose yourself to the danger of identity theft or being ripped off. A common scam is to get you to respond to a text message by offering you something for free, but signing you up for a premium-rate service that uses up all your pre-paid credit or gives you a huge bill at the end of the month. By deleting the message immediately, you are stopping these rip-off merchants. The basic rule of thumb is that if something seems too good to be true, it probably is.



## BULLYING

## CYBER-SAFETY

## MOBILE SMART CONT ...

Not everyone you meet online is who they say they are.



- *Be careful. It's not a good idea to meet face to face but if you do, always make sure you tell someone you trust about your new online friend, and ensure they come with you if you are planning a meeting. Always arrange to meet in the daytime in a public place. Remember – not everyone is who they say they are.*

**3. Receiving rude, insulting or harassing text messages.** First you can ignore them – simply don't respond. Also it's a good idea to keep a record of the messages so that you have evidence if you decide to report them. If you continue to receive messages, you should always talk to a trusted adult (teacher or parent) and, if things get really bad, report it to the police. Also let your mobile phone provider know.

**4. Blocking text messages.** In cases where someone persists in sending you nuisance or harassing text messages, you can contact your mobile phone provider for help in blocking them. Mobile operators should provide their users with the possibility of blocking nuisance or malicious callers. If this is not possible for whatever reason, change your phone number. Again, contact your mobile phone service provider about this – some operators will give you a free replacement SIM card.

**5. Keep it real when texting.** The way you communicate with someone using text messages has similar manners and expectations as if you were meeting them face-to-face. For example, DON'T WRITE YOUR MESSAGE IN CAPITAL LETTERS BECAUSE THEY'LL ALL THINK YOU'RE SHOUTING AT THEM. Don't send mean messages, get involved in arguments or encourage others to do so.

### Cybersafety Help Button

Download the Cybersafety Help Button so you can talk, report and learn about cyber-bullying. It provides links to Kids Helpline counselling services, links to the safety centres of social networking and online games sites to report abuse and bullying, and access to cybersafety websites for information about cyber-bullying. The Help Button is free to download from the Department of Broadband, Communications and the Digital Economy's website at: [www.dbcde.gov.au/helpbutton](http://www.dbcde.gov.au/helpbutton)



## BULLYING CYBER-SAFETY

GETTING HELP WHEN THINGS GO WRONG

Do you know who to call if you see something illegal, a scam, inappropriate content or anything that makes you feel uncomfortable? Do you know what to do when you're feeling exploited or ripped off? Do you know who to contact if you think someone's bullying you or getting bullied? Do you know what to do if you're feeling abused, vulnerable or sexually harassed?

There are a few different places you can try. All of them are free and you can stay anonymous if you want. If you're not sure ... or you really feel like you need someone to talk to, tell your friends, a teacher or parent.

For contact information and websites about  
Bullying, please see **page 193**

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Download the **Cybersafety Help Button** where you can talk, report and learn about cyber-bullying. It provides links to Kids Helpline counselling services, links to the safety centres of social networking and online games sites to report abuse and bullying, and access to cybersafety websites for information about cyber-bullying. The Help Button is free to download from the Department of Broadband, Communications and the Digital Economy's website at [www.dbcde.gov.au/helpbutton](http://www.dbcde.gov.au/helpbutton)

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## EATING PATTERNS



## EATING DISORDERS

Eating disorders are potentially fatal illnesses and greatly misunderstood in our community. Eating disorders cross gender and age, with the average onset getting younger. It is important to remember that eating disorders are serious mental illnesses, with wide-ranging and serious medical complications. They are not a lifestyle choice.

The incidence of eating disorders across the total Australian population cannot be estimated due to insufficient data but International data indicates the following prevalence as being:

- Anorexia Nervosa  
Women – 0.3%-1.5%, Men – 0.1%-0.5%
- Bulimia Nervosa  
Women – 0.9%-2.1%, Men – 0.1%-1.1%
- Binge Eating Disorder  
Women – 2.5%-4.5%, Men – 1.0%-3.0%

In fact, one in ten Australian women will suffer from an eating disorder (check this stat. Cannot find literature to support this figure). Eating disorders statistically affect more women than men, however eating disorders may be underdiagnosed in men due to them being less likely to seek help for an illness that is often within the community regarded as a 'women's issue'. This is certainly untrue. Eating disorders are not gender specific. For instance, the incidence of binge eating disorder is equal in both males and females.

Another common misconception regarding eating disorders is that they are a fad, a diet gone wrong, or an attention-seeking attempt.

This could not be further from the truth as eating disorders are serious, and in some cases, fatal mental illnesses which require psychological and/or physical intervention to promote recovery.

The mortality rate for people suffering from Eating Disorders is 12 times higher than the annual death rate in females aged 15-24 years. Up to 10% of sufferers will die as a direct result of their illness.

In the process of recovery, it is not uncommon for a person to move from one eating disorder to another, especially when the core issues underlying the illness have not been adequately addressed. For example somebody with Anorexia Nervosa may later develop Bulimia Nervosa or Binge Eating Disorder, and vice versa.

I know someone I think has an eating problem.



- *It's important to remember that, if allowed to continue unchecked, both anorexia and bulimia can be life-threatening conditions. Over time, they are harder to treat, and the effects become more serious. You should talk to them about seeking help.*



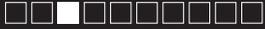
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Supporting the recovery of people with eating disorders

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## EATING DISORDERS

### EATING PATTERNS

#### WHAT ARE EATING DISORDERS?

An eating disorder is a serious mental illness that involves preoccupation with control over one's body weight, shape, eating and exercising. It is often linked with low self esteem and negative body image. Eating disorders develop as a way of dealing with underlying unresolved emotional and psychological issues. They are in fact, coping strategies. Central to the mindset of Eating Disorder sufferers is very poor body image and self esteem

There are four different types of eating disorders, all with different characteristics and causes. The most commonly known eating disorders are anorexia nervosa, bulimia nervosa, binge-eating disorder and eating disorders not otherwise specified (EDNOS). EDNOS is the most commonly diagnosed Eating Disorder among the types.

#### ANOREXIA NERVOSA

Anorexia Nervosa (AN) has the highest mortality rate of any mental illness. It is characterised by severe starvation and weight loss, sometimes with purging behaviours as well. An AN sufferer has a body weight 15% lower than normal and will have amenorrhea. Anorexia sufferers experience high body distortion and mistakenly believe and feel they are overweight, no matter how underweight they may actually be. Sufferers have an obsessive fear of gaining weight and tend to be intensely preoccupied with food, weight control and shape. . In conjunction with severe food restriction, obsessive and compulsive exercise may be introduced , in order to maintain a low weight or to encourage further weight loss. Anorexia Nervosa is usually developed during adolescence and generally has an earlier age of onset than Bulimia Nervosa and Binge Eating Disorder (the latter are often developed during late adolescence or early adulthood). However recent new research is indicating that key lifespan developmental stages, are potential trigger points for the development of Anorexia Nervosa in the female population, i.e. puberty, childbirth/post childbirth and menopause. Research and data on the onset of Anorexia for males is limited but there is evidence to suggest that one key trigger point may occur after a young male ceases to participate in organised sport or other similar activities, such as gymnastics or dance.

Why do people get eating disorders?



- *There are lots of reasons why someone's eating habits and weight might change. It's important to remember that eating disorders are more about feelings than food. Often the eating disorder is a symptom that someone is not feeling able to cope with what's going on in his or her life.*



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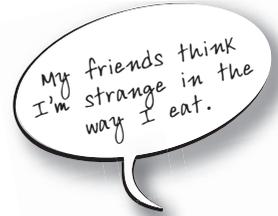


## EATING DISORDERS EATING PATTERNS

### BULIMIA NERVOSA

Bulimia Nervosa is characterised by recurrent binge eating episodes followed by compensatory behaviours such as self induced vomiting, misuse of laxatives, diuretics, enemas and other medications, fasting and overexercising. A binge episode involves consuming a large amount of food in a short period of time, whilst also experiencing a loss of control and intense feelings of guilt. Bulimia is a secretive disorder – it is common for sufferers of Bulimia to keep their illness hidden for up to ten years.

A person with Bulimia Nervosa usually maintains an average weight, or may be slightly above or below average weight for height, which often makes it less recognisable than serious cases of Anorexia Nervosa. Many people, including some health professionals, incorrectly assume that a person must be underweight and thin if they have an eating disorder. Because of this, Bulimia Nervosa is often missed and can go undetected for a long period of time.



### BINGE EATING DISORDER

Approximately 880,000 Australians suffer from Binge Eating Disorder. Binge Eating Disorder is characterised by periods of binge eating without compensatory behaviours. Bingeing normally involves eating excessive amounts of food, often when not hungry, followed by intense feelings of guilt, depression and shame. Bingeing often serves as a distraction for someone to avoid thinking about underlying emotional difficulties.

- *If you think you have an eating disorder: Many people have problems with their eating. If you do have an eating disorder, you have the right to get help. Remember that these disorders can be overcome.*

*Getting professional help and support from others is important.*

*Recovery may be slow as you learn to approach food in a more positive way and understand the reasons for your behavior, but the effort will be worthwhile.*

### EATING DISORDERS NOT OTHERWISE SPECIFIED

Eating Disorders Not Otherwise Specified (EDNOS) is a term used to describe an atypical presentation of an eating disorder that does not meet all of the diagnostic criteria for anorexia, bulimia or binge eating disorder. For example, a person could show all of the psychological signs of anorexia and be losing weight, but still be menstruating and is not yet underweight for their height. Another example is someone who exercises excessively and consumes large quantities of protein.

This does not mean in any way that someone experiencing an EDNOS is any less unwell or deserving of help. EDNOS are very serious conditions that require professional treatment and support and as noted, are the most commonly diagnosed of all the Eating Disorder types.

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## EATING DISORDERS

### POSSIBLE WARNING SIGNS

#### HOW CAN AN EATING DISORDER AFFECT YOU?

As Eating Disorders are very serious physical and psychological complications they can impact severely on a person's mental and physical health which in turn end up impacting negatively on every aspect of a person's life – their studies, friendships, relationships and career. Eating Disorders are not a phase or a fad, or something that someone will grow out of and therefore they should be taken seriously, especially as Eating disorders are the most fatal of all psychiatric illnesses.

As each case is different what one person experiences may be different to another, which is why seeking professional support is so important for all sufferers in order for the journey of recovery to begin. Warning signs are reflected physically, behaviourally, and psychologically.

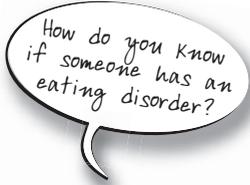
#### POSSIBLE WARNING SIGNS

It is important to be aware of the warning signs of an eating disorder. If you or someone you know are experiencing these symptoms it may mean that you are at risk of developing an eating disorder, or be experiencing one already. It is important to seek help and support as soon as possible for an eating disorder, as it has been shown that early intervention allows the chances of a shorter recovery time.

If you are concerned about a friend or family member, understanding what Eating Disorders are and are not and being aware of the warning signs can help you to support a person you care about to seek support, helping them to move to a much more positive and healthy place.

Here are some possible warning signs:

- Rapid changes in weight (loss or gains)
- Avoiding socialising, especially when eating is involved
- Preoccupation with food and weight (counting calories, recipes, cooking but not eating, constant commenting about people's weight and their own)
- Feeling consistently cold with poor circulation
- Poor sleep quality, tiredness
- Increasing isolation and loss of friends
- Frequent self weighing
- Excessive or extreme exercise
- Secretive behaviour and covering up the truth
- Changes in eating patterns, such as restrictive eating or reporting of food allergies or vegetarianism
- Dieting to lose weight



- *There can be lots of reasons for changes in eating habits or weight. Changes in personality and behaviour, like mood swings, along with weight loss or eating changes might indicate that things are not right. If someone has concerns it's worth getting it checked out.*



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## EATING DISORDERS POSSIBLE WARNING SIGNS

### POSSIBLE WARNING SIGNS CONTINUED

- Trips to the bathroom after meals
  - Body image disturbance
  - Perfectionism and self criticism
- Life centres around food and need for control
- Depression, anxiety and moodiness

Please remember that Eating Disorders are not just about food or weight, they develop as a result of serious underlying issues and concerns. Food, exercise and other self punishing behaviours are the way in which the intense negative feelings and emotions are managed.

### WHO GETS AN EATING DISORDER AND WHY?

Why people develop eating disorders is highly complex.

There is no one single cause. Although eating disorders appear to be solely about weight, they are much more complicated and involve complex emotions and very low self esteem. Although eating disorders are usually developed during adolescence, the truth is, eating disorders and negative body image cut across all socioeconomic and cultural backgrounds, ages and genders. 1 in 4 children diagnosed with anorexia nervosa are male and children as young as 7 and adults as old as 70 have been diagnosed with eating disorders.

Eating disorders are a way of coping with difficult feelings, emotions and situations. They are often a sign that things are not right in your life and that you need some help. As stated, there is never one single cause or reason for developing an eating disorder. It is more likely to be a whole series of events which contribute to making you feel that you are unable to manage what's going on in your life. Contributing factors can be relationship breakdowns, family problems and other highly emotional situations. Today's fast paced environment has also altered the experiences of growing up and life in modern society. We live in a world that places a high level of importance on appearance driven in part by celebrity culture, the media and instant social connectivity.

The average child in Australia sees between 20,000 and 40,000 television advertisements per year. They are bombarded with images about how they should look and see between 2000-5000 photoshopped images in a week.

This alone is altering the perception of young people and what they think 'normal' looks like. Perfection has become the new normal and not even the celebrities can live up to the images in which they appear.

To suggest that the media is responsible for someone developing an eating disorder would trivialise the seriousness of this mental and physical illness.

However when it comes to negative body image, it is well researched that imagery used in the media can contribute to body dissatisfaction and feelings of inadequacy in people of all ages.

Some people think life would be a lot better if they could lose some weight.



- *Losing weight is unlikely to resolve other problems such as relationship issues and low self-esteem. Don't measure your self-worth by what's on the scales!*



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## EATING DISORDERS

### IF YOU THINK YOU MAY HAVE AN EATING DISORDER

#### MYTHS ABOUT LOSING WEIGHT AND FALSE REMEDIES

There are many myths and falsehoods surrounding losing weight which people engaged in dangerous eating habits practice. These misconceptions are harmful and detrimental to both mental and physical health.

Laxatives don't make you lose weight. Laxatives work in the lower bowel after the kilojoules have already been absorbed. Using laxatives excessively can cause permanent damage to your body, resulting in chronic irregular bowel movements and/or constipation or bloating.

Similarly, it is a myth that vomiting makes you lose weight, as the body begins to utilise the food very quickly after consumption. Vomiting to get rid of food can cause irreversible tooth enamel damage which can result in chipped teeth. Inflammation and or rupture of the esophagus is another consequence of frequent vomiting, as is indigestion and reflux. Other side-effects of frequent vomiting include anxiety and heart palpitations, puffy skin under the eyes, risk of osteoporosis, clammy hands and tremors.

Both vomiting and laxative misuse depletes your body of essential minerals and lead to chemical imbalances that can cause fluid and electrolyte disturbances which have very serious impacts on the body.

#### WHAT DO YOU DO IF YOU THINK YOU HAVE AN EATING DISORDER?

Negative stigma and shame often stand in the way of recovery, with many people suffering in silence. One of the hardest things about having an eating disorder is realising and admitting you have a problem. Sometimes an eating disorder develops so gradually, that you may not notice until things get extremely difficult for you. It is important that if you believe you have an eating disorder to seek professional assistance immediately. It can be scary to make this first step, however the earlier help is sought the quicker the road to recovery.

The first point of contact should be a General Practitioner (GP) who can provide an initial assessment of your physical state and diagnose the nature and severity of the eating disorder. A Psychiatrist or Clinical Psychologist are also able to diagnose in the event that you have an Eating Disorder. . Whether you choose to consult with a GP, Psychiatrist or Clinical Psychologist and in the event that you are diagnosed with an Eating Disorder, they can provide you with options and referrals for further treatment in light of your personal circumstances and current physical state.

Many sufferers learn or know about the consequences their behaviours can have on their physical health but engage in dangerous behaviours not because of lack of will power or choice, but more so because they are very unwell and believe they are deserving of self punishment. This why it is important that people suffering from eating disorders seek professional support to help them recover so that they can learn alternate positive coping strategies to manage the intense emotions they experience.

I feel like I'm the only person in the world who does these strange things around food.



- *Plenty of people have food, eating and body image concerns. You are not the only one — eating disorders affect many people — that's why there are support and information services specifically for eating disorders issues.*



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## EATING DISORDERS

## MY FRIEND MAY HAVE AN EATING DISORDER

## HOW CAN I HELP SOMEONE WITH AN EATING DISORDER?

If you have a friend or loved one with an Eating Disorder, there are several that you can do to help support them in their recovery journey.

The very first thing to remember is that the person may be feeling very guilty or ashamed of their behaviours and may have difficulty in discussing their illness with you. Therefore, it is really important that you are aware of how challenging this is and acknowledge their bravery in confiding in you. It is also critical that you do not judge anything they tell you. If you can try and listen to them with empathy and not judge them, that will be an enormous thing for you to do and will go a long way in helping your friend or loved one to feel more secure and understood.

You can also make sure that they stay engaged in the treatment process with their doctor/s, therapist and dietician. They may have days when they are sick and tired of the process and want to quit treatment, especially when things are tough, but encouraging them to keep their appointments and keep the end result in sight will help them. Recovery is extremely difficult and rarely achieved without treatment and support. Recovery time averages between 5-7 years, which indicates the severity and complexity of these illnesses. Another thing to remember is that some Eating Disorder behaviours can be very difficult to live with. If you cohabit with a child, or friend who is suffering from an Eating Disorder illness, it is OK to be tough on the Eating Disorder behaviours while being kind and soft on the person. Keep in mind that this is a mental illness and the sufferer has very limited capacity to control the behaviours. If you berate them for the behaviours, they will simply feel worse than ever. However you can gently but firmly work with them to develop a plan that will satisfy everyone's needs.

## WHERE TO GO FOR HELP

It is important that if you believe you or someone you know has an eating disorder to seek professional assistance immediately. It can be scary to make this first step, however the earlier help is sought the quicker the road to recovery. If you require a referral to a general practitioner or other health practitioner practicing in the eating disorder field, contact The Butterfly Foundation for a list of names and numbers. The Butterfly Foundation offers telephone and email support for those with eating disorders and their family and friends. This confidential and supportive counselling service is available on 1800 ED HOPE (1800 33 4673) or at [support@thebutterflyfoundation.org.au](mailto:support@thebutterflyfoundation.org.au).

For contact information and websites about Eating Disorders, please see **page 193**

Ok, I need help, who can I turn to for help?



- *The Butterfly Foundation has telephone and online support for people experiencing an eating disorder and their family and friends. This is a confidential and supportive counselling service available on 1800 ED HOPE (1800 33 4673) or [support@thebutterflyfoundation.org.au](mailto:support@thebutterflyfoundation.org.au)*



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## WHAT IS A DRUG?



## WHAT IS A DRUG?

A drug is any substance, solid, liquid or gas, that brings about physical and/or psychological changes in a person's body.

The drugs that are most worrying, to parents in particular and to the wider community generally, are those that affect the central nervous system. They can change the way a person thinks, feels or behaves. These are the psychoactive drugs.

## WHERE DO DRUGS COME FROM?

Drugs come from a range of sources. Many are found in plants, for example, nicotine in tobacco; caffeine in coffee; and cocaine from the cocoa plant. Morphine and codeine are derived from the opium poppy, while heroin is chemically manufactured from morphine. Marijuana is the leaf, buds and seed heads of the cannabis plant, and hashish and hash oil are the plant's resin.

Alcohol is a product of the natural process of fermentation, which happens when fruit, grain or vegetables decompose. Fungi, such as magic mushrooms, and some types of cactus plants are considered drugs because of their hallucinogenic properties. Medicines are manufactured from both natural and artificial chemicals.

## EFFECTS

There are three main types of drug, classified according to the effect the drug has on the central nervous system: depressant, stimulant and hallucinogen.

*Depressant drugs*

Depressant drugs don't necessarily make a person feel depressed. They slow down the functions of the central nervous system. In small quantities they can cause the person to feel more relaxed and less inhibited. In larger quantities they may cause unconsciousness, vomiting and, in some cases, death. Depressants affect a person's concentration and co-ordination.

Is it better for someone to take naturally occurring drugs than synthetic ones?



- All drugs, whether natural or synthetic, can cause harm.



## HEALTHY BODY

## DRUG EFFECTS

## EFFECTS CONTINUED ...

They slow down a person's ability to respond to unexpected situations. Depressant drugs include:

- Alcohol, or 'booze', 'grog'
- Barbiturates, including Seconal, Tuinal and Amytal
- Benzodiazepines (minor tranquillisers), or 'benzos', 'tranx', with brand names such as Rohypnol, Valium, Serepax, Mogadon, Normison and Euhypnos
- Cannabis, or 'pot', 'mull', 'dope'
- GHB (Gamma-hydroxybutyrate), or 'GBH', 'fantasy'
- Opiates and opioids, including heroin, or 'H', 'smack', and morphine, codeine, methadone and pethidine
- Some solvents and inhalants, or glue, 'chroming'. Many inhalants are common household products.

*Stimulant drugs*

Stimulants act on the central nervous system to speed up the messages going to and from the brain. Stimulants can make a person feel more awake, alert or confident. Stimulants increase the heart rate, body temperature and blood pressure. Other physical effects include reduced appetite, dilated pupils, talkativeness, agitation and sleep disturbance.

Large quantities of stimulants can 'over-stimulate' the user, causing anxiety, panic, seizures, headaches, stomach cramps, aggression and paranoia.

Prolonged or sustained use of strong stimulants can also cause these effects. Strong stimulants can mask some of the effects of depressant drugs, such as alcohol, making it difficult for a person to judge exactly what effects the drugs are having on him or her.

*Mild stimulants include:*

- Caffeine in coffee, tea and cola drinks
- Ephedrine used in medicines for bronchitis, hay fever and asthma



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THERE IS NO  
 'SAFE' LEVEL OF  
 DRUG USE.



## HEALTHY BODY DRUG EFFECTS

### EFFECTS CONTINUED ...

- Nicotine in tobacco is also a stimulant, despite many smokers using it to relax.

#### *Stronger stimulants include:*

- Amphetamines, including illegal amphetamines, or 'speed', 'crystal meth', 'ice', 'shabu'
  - Cocaine, or 'coke', 'crack'
    - Ecstasy, or 'E', 'XTC'
- Slimming tablets such as Duromine, Tenuate Dospan.

#### *Hallucinogenic drugs*

Hallucinogens affect a person's perception. Someone taking them may see or hear things that aren't really there, or what he or she sees may be distorted in some way. The effects of hallucinogens vary greatly. It is impossible to predict how they will affect a particular person at a particular time.

Other effects of hallucinogenic drugs include dilation of pupils, loss of appetite, increased activity, talking or laughing, a sense of emotional and psychological euphoria and wellbeing, jaw clenching, sweating, panic, paranoia, loss of contact with reality, irrational or bizarre behaviour, stomach cramps and nausea.

#### *Hallucinogens include:*

- Datura
- Ketamine, or 'K', 'Special K'
- LSD (lysergic acid diethylamide), or 'trips', 'acid', 'microdots'
  - Magic mushrooms (psilocybin), or 'gold tops', 'mushies'
    - Mescaline (peyote cactus)
  - PCP, or 'angel dust' (phencyclidine).

Cannabis is a depressant as well as a hallucinogen. Ecstasy can also have hallucinogenic qualities.

How can a person predict how a drug will affect him or her?



- *People can never be sure how a particular drug will affect them, as effects can vary from person to person. And effects can be even more unpredictable when more than one drug is used.*



## HEALTHY BODY

## DRUG EFFECTS

## WHAT DETERMINES A DRUG'S EFFECTS?

As well as the effect the drug has on the central nervous system (depressant, stimulant, hallucinogen), there are a number of factors that will determine how a particular drug will affect an individual, including:

*How much of the drug is used*

Generally, if a large amount of a drug is used, there will be strong effects. A lesser amount taken will cause weaker effects. Overdose occurs when too much of the drug is taken and the user's body cannot cope.

*How the drug is used or administered*

Generally, drugs that are injected or inhaled act very quickly and the effects are intense. Snorting through the nose is the next fastest-acting method of administration, while the effects of drugs eaten or swallowed take longer to occur.

*Physical characteristics*

The height, weight and sex of the user also influence drug effects. The proportion of body fat, rate of metabolism, and the menstrual cycle can all affect the intensity and duration of drug effects.

*Mood and environment*

How a person is feeling can have a significant impact on the effects of drugs, as can the social setting of drug use. For example, a person is more likely to have a negative experience if he or she uses a drug in a threatening environment.

*Tolerance to the substance*

The first time a person uses a drug, he or she will have a very low tolerance to it and usually will feel the effects very strongly. The more often the drug is used, generally the less intense the effects will be. This results in a user needing to take larger amounts in order to obtain the desired effect.



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YOU CANNOT  
 'CANCEL' OUT THE  
 EFFECTS OF ONE  
 DRUG BY TAKING  
 ANOTHER DRUG.



## HEALTHY BODY DRUG EFFECTS

### WHAT DETERMINES A DRUG'S EFFECTS CONTINUED ...

#### *Polydrug use (using more than one drug)*

Often people who use drugs have one preferred drug, but they may use other drugs to increase or reduce the effects of their preferred one. They may also substitute other drugs. However, combining drugs can increase or alter the usual effects, often in unpredictable ways.

### WHAT PROBLEMS CAN DRUG USE CAUSE?

What concerns the community most about the harm caused by drugs is the death toll.

Drug use is a factor in about one in five of all deaths in Australia.

A common concern is that if a person uses drugs he or she will become dependent on them and become a 'drug addict'.

People often hear alarming stories that give the impression that illegal drugs are instantly addictive and are the drugs that cause the most harm.

While many deaths are caused by illicit drugs, in Australian society most drug-related deaths are caused by alcohol and tobacco.

Regardless of the drug used, there are many problems related to drug use such as:

#### *Family/relationship problems*

Drug use may lead to conflict with a user's family or friends. The people closest to him or her may be very frustrated and concerned when they are manipulated or pressured for money or possessions. Conflict also arises when someone using drugs can't or won't see that his or her drug use is causing problems.



Is it true that illegal drugs are harmful and legal drugs are OK?



- *Different drugs produce different effects and pose different risks. The legal status of any given drug is not necessarily a reliable indicator of its potential for harm. While marijuana has never been shown to cause an overdose death, alcohol poisoning kills more people every year than all illegal drugs combined.*



## HEALTHY BODY

### DRUG EFFECTS

#### WHAT PROBLEMS CAN DRUG USE CAUSE?

#### *Work/school problems*

A person who takes drugs may need to take more sick days and be unable to work properly.

#### *Accidents*

Drug use may affect a person's ability to respond appropriately to a given situation, or affect his or her ability to think clearly and to maintain attention. Their drug use may cause physical symptoms such as blurred vision, cramps, and nausea. Such effects can increase the risks of car accidents or drownings, and reduce their ability to cross roads safely.

#### *Legal problems*

Each state and territory has laws governing the manufacture, possession, distribution and use of drugs. The four main types of offence related to illegal drugs are: use, possession, cultivation and trafficking of drugs.

#### *Financial problems*

The cost of ongoing drug use may mean that the user does not have enough money left to pay for other necessary things. This may include regular bills, food and clothing, and things that may increase his or her quality of life, such as entertainment and leisure activities.

#### *Health problems*

Tobacco, alcohol and illegal drugs can all have serious health effects. Lifestyle changes such as poor eating habits and inadequate sleep can increase the chances of the user experiencing a variety of health complications. If someone injects drugs, he or she is at risk of contracting Hepatitis B, Hepatitis C and HIV (the virus that causes AIDS).

#### *Sexual problems*

Certain types of drugs may lead a person to feel sexually aroused, but can actually reduce their ability to perform sexually.



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THE LAW  
 CONSIDERS ANY  
 DRUG TRAFFICKING  
 TO BE A SERIOUS  
 OFFENCE, AND  
 PENALTIES ARE  
 HARSH.



## HEALTHY BODY DRUG EFFECTS

### WHAT IS DRUG DEPENDENCE?

There are degrees of dependency, from mild dependency to compulsive drug use (often referred to as addiction). It is impossible to say how long or how often a person must use a drug before he or she becomes dependent on it.

Dependence can be psychological, physical, or both.

If a person is psychologically dependent on a drug then in different situations he or she feels has a need to use that drug in order to function effectively or to achieve emotional wellbeing.

Physical dependence is when a person's body adapts to a drug and becomes used to functioning with the drug present.

If a person is physically and/or psychologically dependent on drugs and suddenly stops taking them, he or she may experience withdrawal symptoms as their body readjusts to functioning without the drug. Withdrawal symptoms are different for different types of drugs and for each person. Withdrawal symptoms include depression, irritability, cramps, nausea, sweating and sleeping problems.

If someone is physically dependent on a drug, he or she usually develops a tolerance to it. This means that he or she needs to take more and more of the drug to get the same effect.

How long can drugs be detected in a person's body?



- *It varies from person to person as well as from drug to drug. Some drugs may only be detectable for a few days. Cannabis may remain detectable for weeks in heavy users.*

### TREATMENT

A number of treatment options are available in Australia. Some aim solely for the person to achieve a drug-free lifestyle, while others acknowledge abstinence as one option in an overall aim of reducing the harms and risks related to the person's drug use. Treatment options include individual counselling, group therapy, withdrawal (detoxification) and medication (pharmacotherapy). Residential and supervised/home-based programs are available. Treatment is more effective if tailored to suit a person's specific circumstances, and usually involves a combination of methods.



## HEALTHY BODY

## DRUG EFFECTS

## DRUGS AND DRIVING DON'T MIX

An increasing number of road crashes involve drivers who are under the influence of drugs. In fact, drugs are found to contribute to driver fatalities as often as alcohol. Both medicines and illegal drugs can impair driving and increase crash risk. This situation is of considerable concern to employers seeking to protect staff from injury in the workplace and beyond.

Like alcohol, drugs reduce a person's ability to operate any piece of machinery safely, particularly if more than one drug is used, or if other drugs are mixed with alcohol.

Many prescribed medicines carry labels warning of possible drowsiness and advising the user not to drive or operate machinery if they are affected.

Illegal drugs come with no such warning. However, it is always unsafe to drive after using any illegal drug because of the effects they have on mental and physical capacities.

Impairing drugs are detected in more than 30 per cent of drivers killed per year. However, drugs can also reduce a person's ability to act safely as a pedestrian. Research data shows that almost 30 per cent of pedestrians killed are affected by drugs.

## HOW DO DRUGS REDUCE DRIVING ABILITY?

*Drugs (whether medicinal or illicit) can decrease a driver's:*

- Mental alertness
- Vigilance and concentration
- Physical co-ordination
- Ability to react quickly and appropriately to what's happening on the road.

*Driving and medicines*

Both prescription and over-the-counter medicines (i.e. medicines a person can buy from the pharmacist without a prescription) can impair driving ability. This includes medicines used to treat common conditions like allergies, arthritis, diabetes, blood pressure, stress, and strong painkillers (particularly those containing codeine).



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**DRUGS AND  
 DRIVING CAN  
 BE A LETHAL  
 COMBINATION.**



## HEALTHY BODY DRUG EFFECTS

### HOW DO DRUGS REDUCE DRIVING ABILITY? CONTINUED ...

To help protect those taking them, medicines which cause drowsiness must display one of the following warning labels: 'This medicine may cause drowsiness and may increase the effects of alcohol. If affected, do not drive a motor vehicle or operate machinery', or 'This medicine may affect mental alertness and/or co-ordination. If affected, do not drive a motor vehicle or operate machinery'.

### HOW CAN YOU HELP YOURSELF?

- Ask your doctor or pharmacist how any current medicines can affect your ability to drive
- If you start taking a new medicine, ask the doctor or pharmacist if it can affect your driving
- Always read and take notice of the warning labels on medicines, whether the medicine has been prescribed by your doctor or bought over the counter
- Ask your pharmacist if a Consumer Medical Information Sheet is available for the medicine you are taking.

#### **DO NOT DRIVE if you feel:**

- drowsy or tired
  - dizzy, light-headed or faint
  - vague, not thinking clearly
    - shaky or unsteady
    - angry or aggressive
    - nauseated/sick
  - or have blurred or double vision, or any problem with their eyesight.
- If your job involves driving a car or operating machinery, you should let your employer know if you are taking any prescribed medicines that may reduce your ability to carry out these activities safely



Can a drug conviction affect a person's chances of getting a job?



- *Yes. A drug conviction may reduce the chances of a person getting a job and getting a visa to travel overseas.*

# 70



## HEALTHY BODY

### DRUGS AND THE LAW

#### HOW CAN YOU HELP YOURSELF? CONTINUED ...

- If you think your medicine may be affecting your driving, stop driving but do NOT stop taking your medication, and consult your doctor
- Do not drive if you are affected by any illegal drug
- Plan ahead to avoid driving: take a taxi or public transport, stay the night or arrange to be picked up.

#### DO NOT DRIVE if:

- your mind is foggy
- you are feeling drowsy, edgy or sick
- you have blurred vision or trouble focusing.



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#### DRIVING AND ILLEGAL DRUGS

Many illegal drugs, including heroin, cannabis, cocaine, ecstasy and amphetamines, impair the ability to drive safely.

Heroin and cannabis are both depressants, which means they slow down the brain and other parts of the nervous system. It is dangerous to drive after using these drugs because they can:

- Make it harder to concentrate
- Reduce a person's ability to make quick and correct decisions
- Reduce a person's ability to respond appropriately to unexpected events, or the actions of other road users.

Cocaine, ecstasy and amphetamines (speed) are stimulants, which means they speed up the activity of the brain and other parts of the central nervous system. It is dangerous to drive after using these drugs because they can:

- Give the person a false sense of alertness and confidence, while actually reducing their judgement
- Increase risk taking, and cause the person to underestimate the consequences of risk
- Increase anxiety and aggression – particularly where cocaine and amphetamines are taken.



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IT IS ILLEGAL IN  
VICTORIA TO GROW  
CANNABIS, EVEN  
FOR PERSONAL  
USE.



## HEALTHY BODY DRUGS AND THE LAW

### DRIVING AND ILLEGAL DRUGS CONTINUED ...

All drugs affect different people in different ways, depending on how much is used, how strong the drug is, a person's physical and psychological state and if the person is used to such drugs.

It is even more dangerous to drive after using illegal drugs because the variations in quality and strength make the effects very difficult to predict.

### MIXING DRUGS INCREASES THE DANGER

Mixing drugs can reduce your driving ability even further:

- If you are prescribed a medicine, ask your doctor or pharmacist how using alcohol (and/or other drugs) with your medicine is likely to affect your driving
  - DO NOT DRIVE if you have taken a combination of drugs, including alcohol.

### WHAT ARE THE LAWS ABOUT DRIVING AND DRUGS?

In Victoria, it is against the law to drive while you are under the influence of drugs. The police will look particularly at the way you are driving and will charge you if they think that you are so affected by drugs that you cannot control the vehicle properly.

They may require you to undergo a drug assessment test. If after the drug assessment test they believe that you are drug impaired, they may require you to provide a urine or blood sample. It is an offence to refuse either the drug assessment test or the provision of your urine or blood sample. Failure to co-operate results in an immediate 2 year disqualification of your licence plus possible fines.

Conviction for driving while drug impaired carries a minimum licence disqualification of 12 months as well as a fine up to \$1200. Repeat offenders face licence disqualification up to 2 years, a fine up to \$2500 and up to 3 months imprisonment.

If the police think that someone is on drugs can they pull them over?



- *The police will look particularly at the way you are driving and will charge you if they think that you are so affected by drugs that you cannot control the vehicle properly.*

*They may require you to undergo a drug assessment test.*

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## HEALTHY BODY

### ALCOHOL

#### WHAT IS ALCOHOL?

Alcohol is produced by fermentation – the action of yeast on liquids containing sugars and starches. Pure alcohol has no colour or taste. In Australia, alcohol is the most widely used psychoactive, or mood-changing, recreational drug.

Will drinking water or coffee help reduce the level of alcohol in a person's body?

#### WHAT HAPPENS AFTER USING ALCOHOL?



**1. After a few drinks...**  
Feel happy, more relaxed, it becomes harder to concentrate and your reactions become slower.



**2. A few more...** Fewer inhibitions, more confidence, less co-ordination, slurred speech, intense moods – e.g. sad, happy, angry.



**3. A few more...**  
Confusion, blurred vision, poor muscle control.



**4. More still...** Nausea, vomiting, sleep.



**5. Even more...** may cause coma or death.



- *No. The liver processes alcohol at a rate of about one standard drink per hour. There is nothing anyone can do to speed up this process.*



## HEALTHY BODY

## LONG TERM EFFECTS

## LONG TERM EFFECTS OF ALCOHOL



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95% OF THE  
 ALCOHOL  
 CONSUMED  
 BY YOUNG  
 AUSTRALIAN MEN  
 AGED 18-24 IS  
 AT LEVELS THAT  
 PUT THEM AT RISK  
 OF SHORT AND  
 LONG TERM HARM.

**Nervous system**

- tingling and loss of sensation in hands and feet

**Heart**

- high blood pressure
- irregular pulse
- enlarged heart

**Lungs**

- greater chance of infections, including Tuberculosis

**Muscles**

- weakness
- loss of muscle tissue

**Liver**

- severe swelling and pain
- hepatitis
- cirrhosis
- liver cancer

**Pancreas**

- inflamed pancreas causing pain

**Sexual organs****Males**

- impotence
- shrinking of testicles
- damaged/less sperm

**Females**

- greater risk of gynaecological problems
- damage to foetus if pregnant

**Blood**

- changes in red blood cells

**Brain**

- brain injury
- loss of memory
- confusion
- hallucinations

**Skin**

- flushing
- sweating
- bruising

**Stomach**

- inflamed lining
- bleeding
- ulcers

**Intestines**

- inflamed lining
- ulcers



## HEALTHY BODY LONG TERM EFFECTS

### ALCOHOL AND THE BODY

#### *How does a person's body deal with alcohol?*

Alcohol is absorbed into the bloodstream through the stomach and small intestine. If the stomach already has food in it, the rate at which alcohol is absorbed is slowed down. However, all alcohol that is drunk will eventually reach a person's bloodstream. The main organ purifying the blood (and breaking down the alcohol) is the liver. A person's breath, sweat and kidneys remove the remaining alcohol. The liver works at a fixed rate, removing about one standard drink (10 grams of alcohol) an hour. If a person drinks a lot at night, there may still be a high level of alcohol in his or her bloodstream the next day.

#### *What are the long-term effects of using alcohol?*

Drinking heavily over a long period of time can cause damage to many parts of a person's body.

#### *Can a person overdose on alcohol?*

Yes. An overdose of alcohol can result in a person having nausea, vomiting, falling into a coma, having shallow breathing, pale skin and loss of bladder control. Acute alcohol poisoning can lead to death.

#### *What does it mean to 'binge' drink?*

Binge drinking is when a person drinks heavily over a short period of time, drinking continuously over a number of days or weeks, or drinking with the intention of becoming intoxicated. Binge drinking is harmful. Besides the damage it can do to a person's body, it can lead the drinker to take risks or to put him or herself in dangerous situations. After binge drinking, people may suffer hangovers, headaches, nausea or vomiting and shakiness.

#### *What happens if someone mixes alcohol with other drugs?*

Mixing alcohol with other drugs (including prescribed medicines) can be dangerous. The effects of one drug may increase the effects of the other, or they may hide some of the effects, making it hard to tell exactly how the drug has affected the user. He or she may think they are OK without really knowing what is going on inside their body.

What happens if a person drinks a lot?



- *A person becomes intoxicated when the body is no longer able to break down the alcohol. Common symptoms are impaired co-ordination and judgement, loss of self-control, risk taking and signs of aggression, nausea and vomiting. In severe cases, coma and death can result from drinking to a point where breathing stops altogether.*



## HEALTHY BODY

## ALCOHOL AND THE LAW

## IS IT AGAINST THE LAW TO DRINK ALCOHOL?

If a person is under 18 years of age, he or she is breaking the law if they:

- Buy alcohol
- Receive or have alcohol in their possession
- Drink alcohol in a hotel or public place (such as a street, park or beach).

In some states, for example Victoria and the Northern Territory, a person is not breaking the law if he or she is under 18 and drinks alcohol while having a meal on licensed premises with a parent, guardian, husband or wife.

## UNDER-AGE DRINKING

Since laws tend to differ depending on where in Australia a person lives, it is best to contact a legal organisation to find out the laws that apply to their State or Territory.

## PEOPLE OVER 18

Alcohol consumption is legal for those aged 18 and over. However, there are laws governing how alcohol may be used:

- Hotels must not serve alcohol to people they believe are intoxicated, or people under the age of 18. Heavy penalties apply for breaking these laws
- In some areas, local by-laws make it illegal to drink alcohol in public places, such as beaches, parks or streets
- It is illegal to give alcohol to someone younger than 18, unless it is given by a parent, guardian, husband or wife
- It is illegal to buy alcohol for someone who is under 18.



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IF YOU DRINK A  
 LOT OF ALCOHOL  
 DURING THE  
 NIGHT, YOU CAN  
 STILL BE OVER THE  
 LEGAL LIMIT FOR  
 DRIVING THE NEXT  
 DAY.



## HEALTHY BODY

### ALCOHOL AND THE LAW

#### BLOOD ALCOHOL CONCENTRATION (BAC)

Blood alcohol concentration (BAC) is the amount of alcohol in the bloodstream. A BAC of 0.05 means the person has 0.05 grams of alcohol in every 100 millilitres of their blood.

Since the liver metabolises alcohol at around one standard drink per hour, the BAC level drops over time, unless more alcohol is consumed.

BAC is measured with a breathalyser, or by analysing a sample of blood.

*Is there an average age when people experience alcohol abuse?*



#### FACTORS AFFECTING YOUR BAC

The more a person drinks, the higher their BAC. However, two people who drink the same amount might register quite different BACs:

- **Body size**

A smaller person will have a higher BAC than a larger person, because the alcohol is concentrated in a smaller body mass.

- **Empty stomach**

A person with an empty stomach will reach a higher BAC than someone who has just eaten a meal. Food in the stomach slows down the rate at which alcohol passes into the bloodstream.

- **Body fat**

People with a lot of body fat tend to have a higher BAC. Alcohol is not absorbed into fatty tissue, so the alcohol is concentrated in a smaller body mass.

- **Women**

After consuming the same amount of alcohol, a woman will almost always have a higher BAC than a man.

• *People can 'abuse' alcohol at practically any age. Alcohol use is often reported as level of 'risk'. 'Low risk' drinking is up to 4 standard drinks per day for men, and 2 for women. Younger people are more likely to consume alcohol at high-risk levels than older people.*



## HEALTHY BODY

## ALCOHOL AND THE LAW

## FACTORS AFFECTING YOUR BAC CONTINUED ...

Because of all these variable factors, even counting the number of standard drinks a person consumes can only give a rough guide to his or her BAC.

## WOMEN AND ALCOHOL

Research has shown that alcohol affects women differently from men.

*Higher BAC*

If a man and a woman drink exactly the same amount of alcohol, the woman will almost always have a higher blood alcohol concentration (BAC). A woman's body contains more fatty tissue and less water than a man's body and women are often smaller than men. As a result, the alcohol will be more concentrated in a woman's body, producing a higher BAC.

*Health Problems*

Women may develop liver damage and other health problems with lower levels of alcohol consumption than men.

Women who drink alcohol are more likely to develop breast cancer and have gynaecological problems than women who don't drink.

For these reasons, health authorities recommend that women should drink less than men.



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DRINKING  
 CARBONATED  
 ALCOHOLIC  
 DRINKS SPEEDS  
 UP THE RATE AT  
 WHICH YOU GET  
 DRUNK.



## HEALTHY BODY ALCOHOL AND THE LAW

### ALCOHOL AND DRIVING

If a person is going to drive, it is safest if he or she does NOT DRINK at all.

Alcohol is involved in about one-third of all serious motor vehicle accidents. It is illegal to drive with a blood alcohol concentration (BAC) over and including 0.05.

If you are on your L's or your P's, the zero blood alcohol limit applies – in other words, you must have no alcohol at all in your blood while you are driving. You could be fined up to \$1200 and possibly lose your licence if you break this law. In some cases, you might have to take part in a drink-driving education program before you will be able to get your licence back again. Failure to complete the program will result in licence cancellation.

The 0.05 blood alcohol limit applies to most other drivers and riders. Different penalties apply depending on how much over the limit you are, and whether it is your first drink driving offence or not. For a first offence, you could face a fine of up to \$1200. For any subsequent offences, the fine may be anywhere up to \$2500 and you may also face imprisonment up to 3 months as well as lose your licence.

Drink drivers with readings of 0.07 or above will have their licences immediately cancelled. Drink drivers with alcohol readings of 0.05-0.06 may retain their licence subject to losing 10 demerit points. However, if they are repeat offenders, their licence will be immediately suspended until the drink-driving charge has been heard in court.

In order to stay below 0.05 BAC, drivers are advised to limit their drinking to:

- Men  
No more than two standard drinks in the first hour and no more than one standard drink every hour after that.
- Women  
No more than one standard drink in the first hour and no more than one every hour after that.



Can 'binge' drinking harm a person physically?



- *Yes. So as not to damage their health, a person should not drink more than 6 drinks (for men) and 4 drinks (for women) on any occasion.*

**IF YOU ARE GOING  
TO DRIVE IT IS  
BEST NOT TO  
DRINK AT ALL.**



## HEALTHY BODY

## ALCOHOL AND THE LAW

## ALCOHOL AND DRIVING CONTINUED ...

These conservative estimates are designed to minimise the risk of exceeding the legal limit to drive. Because everyone is different, some people would need to drink less to maintain a BAC level below the legal limit. This guide is based on advice from the Australian Transport Safety Bureau.

A person should not drive if there is any doubt about his or her BAC. He or she should make alternative arrangements: call a taxi, get a lift with someone who has not been drinking, or stay overnight.

## STANDARD DRINKS

The use of standard drinks can help a person monitor his or her alcohol consumption and exercise control over the amount they drink.

Different types of alcoholic drinks contain different amounts of pure alcohol. A standard drink is defined as one that contains 10 grams of pure alcohol.

These are all equal to approximately one standard drink:

	<b>Low alcohol beer</b> 1.6 pots, 285ml		<b>Regular beer</b> 1 pot, 285ml
	<b>Table wine</b> 1 small glass, 100ml		<b>Alcoholic soda</b> 0.7 of a 330ml bottle
	<b>Mixed drinks</b> 1 glass, 30 ml of spirits plus mixer		<b>Spirits or liqueurs</b> 1 nip, 30ml
	<b>Low alcohol beer</b> 1 can, 375ml		<b>Regular beer</b> 3/4 stubby, 375ml



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DRINKING TOO  
MUCH ALCOHOL  
MAY CAUSE  
IMPOTENCE OR  
OTHER SEXUAL  
DYSFUNCTION.



## HEALTHY BODY ALCOHOL AND THE LAW

### STANDARD DRINKS CONTINUED ...

#### *Keep in mind*

- The 'standard' size of drinks served in some hotels may be bigger than a standard drink. Large wine glasses can hold two standard drinks – or even more!
- Drinks served at home often contain more alcohol than a standard drink
- Cocktails can contain as many as five or six standard drinks, depending on the recipe.

How long does it take for a person's BAC to rise?



### MINIMISING THE RISKS FROM DRINKING ALCOHOL

#### *We know that drinking too much alcohol can cause problems, but how much is too much?*

The following guidelines are based on the National Health and Medical Research Council guidelines, which provide average acceptable levels of drinking over time and levels for occasional 'heavy' drinking days.

Drinking alcohol should be spread over several hours. Men, for example, should not consume more than two standard drinks in the first hour, and no more than one standard drink per hour thereafter. Women should not consume more than one standard drink per hour.

- *It may take up to 2 hours after their last drink for a person's BAC to peak, especially if he or she has eaten a substantial meal.*

#### FOR MEN

An average of no more than 4 standard drinks a day, and no more than 28 standard drinks over a week  
Not more than 6 standard drinks during any one occasional heavy drinking day  
One or two alcohol-free days per week

#### FOR WOMEN

An average of no more than 2 standard drinks a day, and no more than 14 standard drinks over a week  
Not more than 4 standard drinks during any one occasional heavy drinking day  
One or two alcohol-free days per week



## HEALTHY BODY

## ALCOHOL AND THE LAW

## MINIMISING THE RISKS FROM DRINKING ALCOHOL

*These guidelines assume that the person drinking alcohol:*

- Is not on medication
- Is not pregnant
- Will not be driving
- Will not be operating machinery.

The above drinking levels may also be too high for men who weigh less than 60 kilograms and for women who weigh less than 50 kilograms.

A lower amount of alcohol is recommended for women because alcohol tends to have a greater effect on women for the following reasons:

- Women tend to have a smaller bodies than men, so alcohol is distributed over a smaller volume. Women also tend to have more body fat than men, and alcohol is not taken up by body fat
- On average, women have smaller livers than men, and the ability to break down alcohol is limited by the size of the liver
- The level of hormones in a woman's body can possibly increase the effects of alcohol
- If a woman is taking the contraceptive pill, her body's ability to break down alcohol may be reduced.



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TRY TO  
 AVOID MIXING  
 PRESCRIPTION  
 MEDICATIONS AND  
 ALCOHOL:  
 ALCOHOL CAN  
 REDUCE THE  
 EFFECTIVENESS OF  
 THE MEDICINE AND  
 THE MEDICATION  
 CAN INCREASE  
 THE EFFECTS OF  
 ALCOHOL.

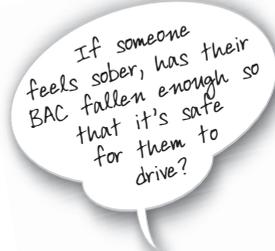
## HOW TO DRINK LESS

- Start with a non-alcoholic drink: A person will drink much faster if he or she is thirsty. Before a person starts to drink alcohol, it's a good idea if he or she quenches their thirst with a non-alcoholic drink.
- Use standard drinks: A person should monitor how much alcohol he or she drinks. By converting the amount they are consuming into standard drinks, it is easier to keep track.
- Drink slowly: Take sips and not gulps. Put the glass down between sips.



- **Eat before or while drinking:** Eating slows a person's drinking pace and fills him or her up. If someone has a full stomach, alcohol will be absorbed more slowly.
- **Avoid salty snacks:** Salty food like chips or nuts make a person thirsty, so he or she drinks more.
- **Avoid 'shouts':** Don't get involved in 'shouts', or rounds. A person should drink at his or her own pace – not someone else's. If someone does get stuck in a shout, they should buy a non-alcoholic drink for themselves when it's their turn.
- **One drink at a time:** Don't let people top up the drinks. It is then harder to keep track of how much alcohol is drunk.
  - **Pace the drinking:** Try having a 'spacer', a non-alcoholic drink every second or third drink.
- **Stay busy:** If a person has something to do, he or she tends to drink less. Play pool or dance – don't just sit and drink.
- **Try the low-alcohol alternative:** A wide range of light beers are available. Low-alcohol or non-alcoholic wines are also becoming more available. Most places that serve cocktails also serve non-alcoholic versions.
- **Have alcohol-free days:** People should have at least two days a week when they don't drink at all.
  - **Keep a diary:** If a person writes down how much he or she drinks each day, it will make them more aware of how much they drink.
  - **Be assertive:** A person should not be pressured into drinking more than he or she wants or intends to. They can tell their friends 'thanks, but no thanks'.

Alcohol can be an enjoyable part of life. However, as with all drugs, excessive drinking causes problems.



- *No. A person may feel sober, especially if their BAC is decreasing, but he or she may still be above the legal limit and their driving skills may still be impaired*



## HEALTHY BODY

## CANNABIS (MARIJUANA)

## WHAT IS CANNABIS?

*Slang:*

Grass, pot, mull,  
dope, hash



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IN AUSTRALIA  
IN 2001, ONE  
THIRD OF THE  
POPULATION HAD  
TRIED CANNABIS  
AT SOME TIME.

Cannabis is a drug that comes from the cannabis sativa plant. The main active chemical in cannabis is THC (Delta-9 tetrahydrocannabinol). There are three main forms of cannabis: marijuana, hashish and hash oil.

**Marijuana** is the most common and least powerful form of cannabis, consisting of the dried leaves and flowers of the plant.

**Hashish** (hash) is small blocks of dried cannabis resin, ranging in colour from light brown to nearly black. THC in hashish is higher than in marijuana, producing stronger effects.

**Hash oil** is a thick, oily golden-brown to black liquid extracted from hashish. Hash oil is the most powerful form of cannabis.

*What happens after using cannabis?*

- Relaxation and loss of inhibition
- Increased appetite
- A change in the way a person hears and sees things. It can make time seem to slow down
- Reduced or impaired co-ordination
- Difficulty thinking and remembering things
- Other common effects include increased heart rate, low blood pressure, faintness and reddened eyes.

A person who takes large amounts of cannabis can feel confused, restless, excited, anxious or panicky. He or she may also have hallucinations and also slower reactions.

*What happens if someone mixes cannabis with other drugs?*

The effects of cannabis may increase the effects of the other drug(s) or they may hide some of the effects, making it hard to tell exactly how the drug has affected the user. He or she may think they are OK without knowing really what is going on inside their body.



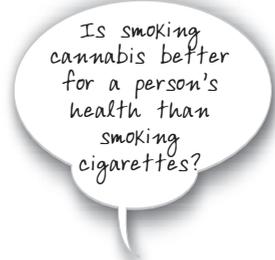
HEALTHY BODY  
CANNABIS (MARIJUANA)

WHAT IS CANNABIS? CONTINUED ...

*What are the long-term effects of using cannabis?*

Using cannabis regularly may lead to:

- Breathing problems: Marijuana 'joints' have more tar than tobacco, increasing the risk of lung cancer and other lung infections
  - Less motivation
- Concentration, memory and the ability to learn can all be reduced by regular cannabis use. These effects can linger for several months after a person's last use of cannabis
- Hormones: Cannabis can affect a person's hormone production
  - Psychosis: Regular and heavy use may also lead to hallucinations, delusions, memory loss and confusion lasting up to a few days
- Cannabis use may also bring on schizophrenia in those who have a family history of a mental illness
- Cannabis use can trigger psychosis in those who already have a mental illness.



- *No. Cannabis smoke contains more tar and more carbon monoxide than standard cigarettes.*





## HEALTHY BODY

## BENZODIAZEPINES

## WHAT ARE BENZODIAZEPINES?

*Slang:*  
*Minor tranquillisers*

*Benzo's, tranxs,  
downers and  
sleepers*



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*All benzodiazepines have  
five primary effects.*

*They are:*

1. *hypnotic*
2. *anxiolytic*
3. *anti-seizure*
4. *muscle relaxant*
5. *amnesic*

Benzodiazepines are drugs commonly used to help a person to sleep, or to reduce worries or anxiety.

Non-medical uses include getting intoxicated, as a replacement for heroin, and to reduce certain unwanted side effects experienced due to the use of another drug (e.g. to help a person sleep after they have taken something to keep them awake). Examples of benzodiazepines are: Valium, Serepax, Normison, Rohypnol.

*What happens after using benzodiazepines?*

- Relaxation
- Calmness
- Relief from tension and anxiety
- Drowsiness
- Dizziness
- Tiredness
- Blurred vision
- Difficulty thinking and remembering things
- Difficulty talking properly
- Poor co-ordination.

Using large amounts of benzodiazepines may lead to increased drowsiness, sleep; and effects similar to alcohol intoxication.

The user may experience mood swings and perhaps have aggressive outbursts.

*Can you overdose on benzodiazepines?*

Very high doses of benzodiazepines can cause unconsciousness, coma and death. Deaths are usually associated with the combined use of alcohol or other drugs.

*What happens if a person mixes benzodiazepines with other drugs?*

Mixing benzodiazepines with alcohol, antihistamines, antidepressants, cannabis or heroin can greatly increase the effects of the drugs taken. Such combinations can cause death.



## HEALTHY BODY BENZODIAZEPINES

WHAT ARE BENZODIAZEPINES? CONTINUED ...

### *What are the long-term effects of using benzodiazepines?*

The use of benzodiazepines for longer than two weeks is not recommended. Benzodiazepines can help to relieve worries or anxiety in the short term, but they do not solve the problem that caused the anxiety in the first place. Long-term use of benzodiazepines may lead to drowsiness, lack of motivation, difficulty thinking and remembering things, mood changes, anxiety, irritability, aggression, sleeping difficulties, nausea, headaches, and rashes. If benzodiazepines are used illegally and injected, there is an increased risk of contracting Hepatitis and HIV from sharing needles and other injecting equipment.

Other health problems that can result from injecting include collapsed veins; red, swollen, infected skin; and in extreme cases, the amputation of limbs due to poor circulation and stroke.

How do benzodiazepines affect a person's body?



- *Benzodiazepines are general central nervous system (CNS) depressants. Taking these may reduce normal alertness, memory, muscle tone, co-ordination, emotional responses, heart rate and blood pressure control as well as a host of other functions.*





## HEALTHY BODY

### COCAINE

#### WHAT IS COCAINE?

Cocaine most commonly comes in the form of a white odourless powder called cocaine hydrochloride. It has a bitter, numbing taste. The powder is extracted from the leaves of the cocoa bush, found mainly in Peru and Bolivia. The extract is then processed with various chemicals.

#### *What happens after using cocaine?*

- Increased body temperature, increased heart rate, enlarged pupils
- Alertness, feelings of well-being, decreased hunger
- Anxiety, panic
- Difficulty concentrating
- Making poorer judgements
- Reduced ability to feel pain, feelings of great physical strength and mental capacity
- Unpredictable and/or violent behaviour.

Using larger amounts may lead to extreme restlessness, worrying or anxiety, hallucinations, dizziness, nausea and vomiting, shakes, violent/aggressive behaviour, loss of concentration, loss of co-ordination, heart pain, heart attack, rapid, irregular and shallow breathing.

#### *Can a person overdose on cocaine?*

Yes. Overdose may include having a fit, heart attack, brain haemorrhage, kidney failure, or stroke. This may result in death.

#### *What happens if a person mixes cocaine with other drugs?*

Mixing cocaine with alcohol produces a substance in the blood called cocaethylene, which can be more toxic to the body than the cocaine itself. Injecting cocaine and heroin at the same time can affect the area of the brain that controls breathing, increasing the chances of the user going into a coma and, in extreme cases, causing death.

#### *Slang:*

*Coke, C, flake, snow, crack*



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ALL STIMULANTS  
SPEED UP  
MESSAGES FROM  
YOUR BODY TO  
YOUR BRAIN. AS  
A RESULT, YOUR  
HEART RATE  
INCREASES, BODY  
TEMPERATURE  
RISES, THOUGHT  
PROCESSES SPEED  
UP.



## HEALTHY BODY COCAINE

### WHAT IS COCAINE? CONTINUED ...

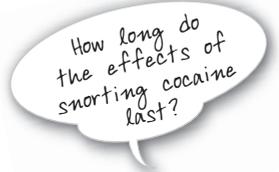
#### *What are the long-term effects of using cocaine?*

Effects such as restlessness, nausea, being over-excited and unable to sleep, weight loss, seeing and hearing things that don't exist, exhaustion, depression.

Repeated snorting of cocaine damages the lining in the nose and the structure separating the nostrils. Smoking cocaine can cause breathing difficulties, a chronic cough, chest pain and lung damage.

Injection into the skin causes severe tissue damage.

Sharing needles, syringes and other injecting equipment can greatly increase the risk of the user contracting diseases such as Hepatitis and HIV.



- *Generally, the immediate effects peak after 15–30 minutes, then they diminish. Heavy users may also experience a 'crash' — when they have symptoms of depression, lethargy and hunger.*





## HEALTHY BODY

## AMPHETAMINES

## WHAT ARE AMPHETAMINES?

*Slang:*

Speed, whiz,  
crystal, meth,  
ice, shabu



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SINCE THE  
EFFECTS OF A  
DRUG VARY WITH  
EACH PERSON, IT  
IS DIFFICULT TO  
PREDICT EXACTLY  
HOW A DRUG  
WILL AFFECT A  
PERSON'S ABILITY  
TO DRIVE.

Amphetamines are a family of related drugs – each with its own recipe – and are taken in different ways. Amphetamines have a strong smell and bitter taste.

*What happens after using amphetamines?*

- The heart rate, breathing and blood pressure increase. The person may have a dry mouth, sweat more, his or her pupils may increase in size and they may get a headache
- He or she feels they have more energy and are more alert. They feel more confident, are more talkative, restless, excited, and have difficulty sleeping
- He or she loses their appetite
- Irritability: Some people become tense, angry and aggressive.

Using large amounts may lead to the person having headaches, dizziness, blurred vision, shakes, irregular heartbeat, stomach cramps, sweating, restlessness, irregular breathing and paranoia, loss of co-ordination, collapsing, hallucinations and behaving in an aggressive or violent way.

*Can a person overdose on amphetamines?*

Street amphetamines usually contain a mixture of pure amphetamines and other substances or chemicals. Due to the unknown strength and mix of street amphetamines, some users have overdosed and experienced strokes, heart failure, seizures and high body temperature. Some have died as a result. If a person injects amphetamines, he or she runs a greater risk of overdosing due to large amounts of the drug entering the blood stream and quickly travelling to the brain.

*What happens if a person mixes amphetamines with other drugs?*

Taking other drugs as a way of coping with some of the undesirable effects of amphetamines may result in a 'roller coaster' dependence on several drugs.



## HEALTHY BODY AMPHETAMINES

### WHAT ARE AMPHETAMINES? CONTINUED ...

For example, some people need amphetamines each day to get them going, and benzodiazepines each night to get them to sleep. This type of dependence can lead to a variety of serious physical, mental and emotional problems.

#### *What are the long-term effects of using amphetamines?*

Regular use of amphetamines may result in serious sleeping problems, anxiety and tension, high blood pressure and a rapid and irregular heartbeat. Malnutrition (as a result of people being less likely to eat properly), psychosis, less resistance to infections and violence may occur with long-term regular use.

There is some evidence that brain cells can be damaged, resulting in possible reduced memory function and other impairments in thinking. Sharing needles, syringes and other injecting equipment can greatly increase the risk of the user contracting Hepatitis and HIV (the virus that causes AIDS).



Can a person 'cancel' out the effects of one drug by taking another drug?



- *No. Combining drugs can only lead to potentially doubling the effects on a person's body and placing greater strain on his or her vital organs.*



## HEALTHY BODY

## ECSTASY

## WHAT IS ECSTASY?

Ecstasy is a street term for a range of drugs that are similar in structure to MDMA (methylenedioxymethamphetamine). Ecstasy is similar in structure and effect to amphetamines and hallucinogens. Manufacturers may substitute a wide range of substances when making the drug. In Australia, tablets sold as ecstasy often contain little or no MDMA.

*What happens after using ecstasy?*

- Increased heart rate, body temperature and blood pressure
- Increased confidence
- Jaw clenching, teeth grinding
- Feelings of wellbeing
- Nausea
- Feelings of closeness to others
- Anxiety
- Reduced hunger
- Sweating.

Using ecstasy is likely to increase the chances of problems for people with health problems such as heart disease, diabetes, liver problems, epilepsy, or with a history of mental illness or panic attacks. **Using larger amounts does not seem to increase the desirable effects and may cause convulsions (fits), vomiting, floating sensations, strange behaviour, and hallucinations.** The 'come down' after using ecstasy may include sleeping problems, mood swings, depression, anxiety, confusion, fatigue, and difficulty thinking.

*Can a person overdose on ecstasy?*

Yes. He or she can develop very high body temperature and blood pressure, hallucinations and fast heartbeat. Death may occur due to:

1. The stimulant effect: resulting in heart attack or brain haemorrhage.

*Slang:*

'E', XTC, 'Eccy',  
MDMA 'The Love  
Drug'



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EXPERTS  
CONCLUDE THAT  
SOME PARTS  
OF THE HUMAN  
BRAIN COULD  
BE DESTROYED  
BY THE USE OF  
ECSTASY. LONG  
TERM DEPRESSION  
AND SLEEP  
DISTURBANCES  
ARE THE MOST  
LIKELY PROBLEMS.



## HEALTHY BODY

### ECSTASY



#### WHAT IS ECSTASY? CONTINUED ...

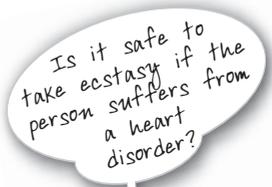
2. Overheating: when combined with dancing hard and fast for long periods of time without a break.
3. Drinking too much water (the brain swells from too much fluid). As a general rule, in dance or rave environments, a person who takes ecstasy should drink around 500 mL while dancing and 250 mL if resting.

#### *What happens if a person mixes ecstasy with other drugs?*

The mixing of ecstasy with other drugs can occur when the drug is being manufactured. It also occurs when a person takes other drugs to try to increase the effects, or to help him or her cope with the side effects of ecstasy. **It is known that combining ecstasy with amphetamines (such as 'speed') will increase heart rate, blood pressure, and anxiety.** Taking ecstasy with other hallucinogens, such as LSD, can result in the user experiencing severe mental disturbances. Taking ecstasy while using some antidepressant medications can also be dangerous.

#### *What are the long-term effects from using ecstasy?*

There is not a lot known about the long-term effects of ecstasy use. There is limited evidence suggesting that ecstasy causes damage to some parts of the brain.



- *No. If a person has a heart disorder or a cardiovascular disease, taking ecstasy will increase the risk of them doing their body greater harm. It is also risky if the person is taking medication for any of the following:*
- *psychiatric condition*
- *depression*
- *weight loss*
- *blood pressure problems*
- *neurological impairment.*



## HEALTHY BODY

## HEROIN

## WHAT IS HEROIN?

A sticky resin (opium) is extracted from the seed pod of the opium poppy. When processed, the natural painkillers morphine and codeine are produced. **Heroin is made from morphine by a chemical process.**

*What happens after using heroin?*

- Intense pleasure and a strong feeling of wellbeing
- Feelings of pain, hunger are diminished
- Breathing, blood pressure and pulse become slower, the pupils of the eyes also get much smaller, the mouth dries out
- Drowsiness: As the amount used increases, the user may feel warm, heavy and sleepy
- Nausea and vomiting can occur.

Using larger amounts may lead to problems thinking, the user falling asleep ('on the nod'), slow and shallow breathing, nausea and vomiting, sweating, and itching.

*Can someone overdose on heroin?*

Yes. Breathing becomes very slow, body temperature drops, and heartbeat becomes irregular. The user may also have pinpoint pupils, blue lips and fingernails, cold skin, fits or convulsions and could start snoring. An overdose may result in death. Pure heroin has less damaging effects on the body than street heroin, which is usually a mixture of pure heroin and substances such as caffeine and sugar.

Some additives can be very poisonous, and can cause collapsed veins, tetanus, abscesses and damage to the heart, lungs, liver and brain. Because most users don't know the purity of the drugs they are taking and, as a consequence, the amount to take, it is easy to accidentally overdose.

*Slang:*

'H', Smack, skag,  
junk, gear, horse



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IF A PERSON WHO  
IS DEPENDENT ON  
HEROIN SUDDENLY  
STOPS TAKING IT,  
IT IS LIKELY THEY  
WILL EXPERIENCE  
WITHDRAWAL  
SYMPTOMS BECAUSE  
THEIR BODY HAS  
TO RE-ADJUST  
TO FUNCTIONING  
WITHOUT THE DRUG.



HEALTHY BODY  
HEROIN



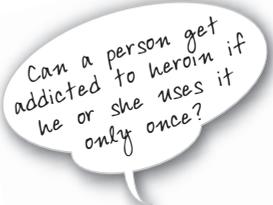
WHAT IS HEROIN? CONTINUED ...

*What happens if a person mixes heroin with other drugs?*

Combining heroin with other depressant drugs (such as alcohol, benzodiazepines, or other opiates) is dangerous as it greatly increases the risk of the user overdosing.

*What are the long-term effects of using heroin?*

Long-term effects include constipation, menstrual irregularity, infertility in women and loss of sex drive in men. To support his or her drug use a person may reduce spending on housing and food, and this combined with reduced hunger, can lead to malnutrition and being more likely to get infections. Sharing needles and other injecting equipment, increases the risk of contracting Hepatitis and HIV. Injecting may also lead to skin, heart and lung infections.



- *No one-off use of any drug will result in addiction or dependence to that drug. Heroin, however, is very addictive, both psychologically and physically and, if used regularly, a person will develop a tolerance to it and require larger quantities to achieve its initial effects. This can quickly lead to physical dependence on heroin.*



## HEALTHY BODY

## LSD AND OTHER HALLUCINOGENS

## WHAT IS LSD?

*Slang:*

Acid, trips, pop,  
'angel dust'



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LSD (lysergic acid diethylamide) is one of the most commonly used hallucinogens in Australia. It usually comes in the form of liquid, tablets or capsules, squares of gelatine or blotting paper.

*What are other types of hallucinogens?*

Other hallucinogens include:

- PCP (angel dust).
- High doses of ecstasy (MDMA).
- Magic mushrooms (or 'golden top' mushrooms) are commonly found in Australia and have the active ingredient psilocybin. People can mistake poisonous mushrooms for those containing psilocybin. Certain kinds of poisonous mushrooms can cause death or permanent liver damage within hours of ingestion.
- Datura (the belladonna plant) and fly agaric.
- Cannabis (marijuana).

*What happens after using LSD?*

- Pupils increase in size, heart rate speeds up, blood pressure increases, feelings of nausea, reduced hunger, chills, flushing, shaking, abnormal rapid breathing, stomach aches, and poor co-ordination.
- Changes to vision, hearing and other senses such as brighter colours, sharper sounds, colours are heard or sounds seen, time passes slowly, the space around the user seems to change, he or she may feel as though they are floating or sinking
- Strange thoughts, confusion, acute panic (a 'bad trip')
- Sense of relaxation and wellbeing.

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HALLUCINOGENS  
CAN SOMETIMES  
PRODUCE AN  
EFFECT CALLED  
SYNTHESISIA - A  
MIXING OF THE  
SENSES, WHERE  
MUSIC MIGHT  
BE SEEN AND  
COLOURS MIGHT  
BE HEARD.



## LSD AND OTHER HALLUCINOGENS

## WHAT IS LSD? CONTINUED ...

*What is a 'bad trip'?*

The effects of hallucinogens vary greatly from person to person and each time they are used. Effects may be unpleasant – a person may experience 'bad trips', such as feeling like spiders crawling on the skin, feeling as if he or she is losing control and 'going crazy'; and strong feelings of anxiety or fear. Panic can lead to risky behaviour, such as running across a busy street. When a 'bad trip' occurs, the person having the bad trip needs to be gently talked to and told that they will be OK until the immediate effects have passed. This can take many hours. Usually the negative feelings go away when the drug wears off, however, there have been reports of unpleasant effects lasting for several days after taking the drug. Occasionally, these effects can last weeks or months.

*What happens if you mix LSD with other drugs?*

LSD can be dangerous when combined with drugs like alcohol or amphetamines ('speed'). This is because the effects of both drugs are often altered in unpredictable ways. Despite this, some users take benzodiazepines or cannabis to help them 'come down' after using LSD.

*What are the long-term effects of using LSD?*

You can have flashbacks: days, weeks or even years after using the drug, some people re-experience the effects. Flashbacks can be sparked off by the use of other drugs, and by stress, from being tired, or physical exercise. They usually last for a minute or two. There is some evidence that heavy use of LSD can impair a user's memory and concentration. Using LSD may increase the risk of certain people developing severe mental disturbances.

What other substances are known to be found in 'trips'?



- LSD is often diluted with substances such as sugar, or it is soaked in sheets of blotting paper.



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## HEALTHY BODY SMOKING KILLS

### IS SMOKING CIGARETTES REALLY THAT DANGEROUS?

Yes it is!  
 Hard to believe? You don't see people dropping dead in the streets from smoking do you?  
 Just because you don't see it though, doesn't mean that it doesn't happen!  
 Smoking is the single biggest cause of preventable death and disease in Australia.  
 Every year, about 16,000 Australians die from diseases related to their smoking.  
 One in two lifetime smokers will be killed by their habit.  
 Would you wear a deodorant that killed half the people who used it?  
 Half of these deaths will occur in middle age. That is probably about the age of one of your parents or guardians.

### WHY IS IT SO DANGEROUS?

Tobacco smoke contains over 4,000 chemicals. As well as tar and nicotine, there is also the gas carbon monoxide (found in car exhaust fumes and used in gas chambers), ammonia (found in floor cleaner), butane (that might be the fuel in a cigarette lighter, no wonder cigarettes light so easily!) and arsenic (found in rat poison). Then there is cadmium (batteries), acetone (nail polish remover), and formaldehyde (for embalming dead bodies) ... the list goes on.

Of those 4,000 + chemicals in tobacco smoke, 69 are known to cause cancers of the lung, throat, mouth, bladder and kidneys, in fact just about every part of the body.

Nicotine is the addictive drug in tobacco. The mixture of nicotine and carbon monoxide in each cigarette you smoke temporarily increases your heart rate and blood pressure, straining your heart and blood vessels. This can cause heart attacks and strokes. It slows your blood flow, cutting off oxygen to your feet and hands.

Some smokers end up having their limbs amputated.

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- *Cigarette smoke damages a gene called p53. The job of this gene is to prevent cancers from developing. The p53 gene does this by getting cancer cells to destroy themselves and by stopping these cells from reproducing themselves. When the p53 is damaged, cancer cells are allowed to develop and multiply. A collection of these cells becomes a lump, or in medical terms, a tumour.*

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## HEALTHY BODY

### SMOKING KILLS

WHY IS IT SO DANGEROUS? CONTINUED ...

It is the tar in tobacco smoke that causes lung cancer. Tar is made up of many chemicals, including gases and chemicals that cause cancer. It coats your lungs like soot in a chimney.

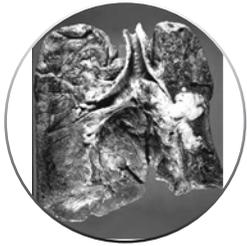
Emphysema is an illness that slowly and permanently rots your lungs. People with emphysema often get bronchitis again and again, and suffer lung and heart failure. They find it very difficult to breathe, a bit like being held under at the pool, and gasping to take a breath. That is a bit like living with emphysema.

Heart disease and strokes are also more common among smokers than non-smokers. Smoking makes the blood cells and blood vessel walls sticky which allows dangerous fatty deposits to build up.

For 10 years researchers were studying people who had died in car accidents in the USA. They could tell the difference between a smoker and non-smoker simply by the amount of this fatty build up in the aorta. Smokers had these deposits, even teenagers!

Girls who start smoking as teenagers are more likely to experience premenstrual tension, heavy periods, severe period pain and irregular periods. They are also more likely develop breast cancer as adults. Researchers found that breast tissue may be most vulnerable to cancer-causing chemicals during puberty. This is when the breast tissue cells are rapidly multiplying. Go back and read about the p53 gene again. It may help to explain to you why this happens.

You guys don't get away with it either. Smoking reduces the flow of blood to the extremities of the body, one of which is the penis. Males who smoke are far more likely to become impotent. You know what that is, can't get a hard on, can't get it up. That's impotence.



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PERMANENTLY  
ROTS YOUR  
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## HEALTHY BODY SMOKING KILLS

### NICOTINE IS ADDICTIVE, BUT WHAT DOES THAT MEAN?

Nicotine is a very powerful drug. Some studies suggest that it is as addictive as heroin or cocaine. The latest research suggests that some people can become dependent on nicotine after smoking only a few cigarettes. In fact scientists now believe that younger brains are more sensitive to nicotine than the brains of older people and that young people may be more prone to becoming dependent on nicotine.

When smoking a cigarette, nicotine is delivered to the brain in just a few seconds. In fact ammonia (that's the toilet cleaner stuff), is added to the tobacco in cigarettes by the tobacco companies to speed up nicotine delivery. Cigarettes are the most efficient nicotine delivery system yet devised. It is just that it is also the filthiest and most dangerous system as well. Take another look at the section on the contents of tobacco smoke.

When you become dependent upon nicotine, your body "needs" nicotine to feel "normal". So as the nicotine leaves your body, your body lets you know that it is running short.

Your body sends you this information in a number of ways. You get "cravings" which is the urge to smoke. Your body is telling you that it is dependent upon nicotine to feel normal. You may feel irritable or anxious. This is another sign that you are not in control, but that you are dependent upon nicotine. Nicotine is telling you what to do. You are dependent upon nicotine.

### WHEN ARE YOU DEPENDENT ON NICOTINE?

- When you find yourself unable to go out without your packet of cigarettes
- When you get anxious when you do not have cigarettes with you
- If you have to have a cigarette, even if you don't feel like one, when you know that you will not be able to smoke for some time.

What % of  
12-15 yr  
olds were  
smokers in  
2005 in  
Australia?



- 7% - *Contrary to what many young people think, not everybody smokes.*

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## HEALTHY BODY SMOKING KILLS

WHEN ARE YOU DEPENDANT ON NICOTINE?

In 2005, how many young Australians aged 17 yrs had never smoked, not even one puff?



- Just under half (45%) of all students aged 17 years reported to had never smoked.

Try this are you hooked on nicotine test?  
(adapted from HONC test with permission  
John R. Polito)

### *Nicotine Dependence 10 Warning Signs*

1. Do you normally inhale the cigarette smoke deeply into your lungs?
2. Do you enjoy cigarettes more when you inhale the smoke deeply into your lungs?
3. Do you find it difficult not to have a cigarette when you are with friends who are smoking?
4. Is it hard to keep from smoking in places where you are not supposed to, like school?
5. Do you smoke more than 10 cigarettes a day?
6. Do you normally have your first cigarette within 30 minutes of getting up in the morning?

### *How dependent are you?*

If you answered YES to:

- |     |                        |
|-----|------------------------|
| 0-1 | Probably not dependent |
| 2   | Possibly dependent     |
| 3-4 | Dependent              |
| 5-6 | Strong dependence      |

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## HEALTHY BODY SMOKING KILLS

### SOME BENEFITS OF QUITTING

You will feel the benefits of quitting straight away as your body repairs itself.

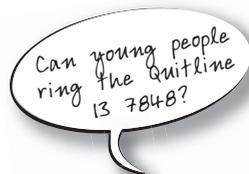
You will have more money.

And it can improve your social life, not to mention your chances in attracting a partner.

#### *Health Benefits*

*You probably don't need to read all this.  
You know it already, right?*

- After twelve hours almost all of the nicotine is out of your system
- After twenty-four hours the level of carbon monoxide in your blood has dropped dramatically. You now have more oxygen in your bloodstream
- After five days most nicotine by-products have gone
- Within days your sense of taste and smell improves
- Within a month your blood pressure returns to its normal level and your immune system begins to show signs of recovery
- Within three months the blood flow to your hands and feet improves
- After twelve months your increased risk of dying from heart disease is half that of a continuing smoker
- Stopping smoking reduces the incidence and progression of diseases including chronic bronchitis and emphysema
- After ten years of stopping your risk of lung cancer is less than half that of a continuing smoker and continues to decline (provided the disease is not already present)
- After fifteen years your risk of heart attack and stroke is almost the same as that of a person who has never smoked.



- *Sure can. In fact, the advisers on the Quitline have had special training to work with young people.*

For contact information and websites about  
Healthy Body, please see **page 193**

[www.quit.org.au](http://www.quit.org.au)

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## DEPRESSION



## WHAT IS DEPRESSION?

Sometimes people tell us that being young is the best time of our lives. For many young people it is. For others it can be a really challenging time - wanting independence, trying to fit in, new relationships, working things out with family and friends, and just coping with the day-to-day highs and lows. Depression isn't just going through a tough time and it isn't the same as everyday sadness or anger.

Everyone feels sad or angry at times - because of break-ups, losing someone they care about or because things go wrong at work or school. These feelings are all a part of life. We all experience them sometimes, but just because you're feeling sad or down, doesn't mean you're depressed. If you've got depression - the clinical illness - you'll generally feel sad, down or miserable most of the time and you'll find it hard to cope from day to day.

You may find you stop enjoying life, playing sport, achieving at school or work, or hanging out with friends and family. If you're sad for a day or two, that's not depression, however when the symptoms go on for two weeks or longer, that could be depression.

It's important for us all to **Look** for the symptoms of depression so we can get help for ourselves or for others when it's needed. Getting the right type of help and getting it early can assist you with getting back on track and teach you new ways to deal with depression.

## HOW COMMON IS DEPRESSION IN YOUNG PEOPLE?

Depression is the most common mental health problem for young people.

- Over 160,000 young people aged 16 – 24 experience depression each year.
- Around one in five young people will have experienced depression by the time they get to adulthood.
- Girls are nearly twice as likely to experience depression as boys. (Girls -15 per cent Boys 9 per cent)
- Up to 40 per cent of young people experience a depressed mood in any six month period, which puts them at risk of depression.



## HEALTHY MIND DEPRESSION

### HOW COMMON IS DEPRESSION IN YOUNG PEOPLE?

Depression is an illness, which can lead to binge drinking, problems with alcohol and other drugs, low self-esteem and taking health risks.

**A research study funded by *beyondblue* showed that about one quarter of young people experiencing severe depression later developed substance and alcohol disorders. (Three to eight year follow up of adolescents treated for depression and their families: Predictors of treatment outcome. Professor Bruce Tonge, Monash University, 2007)**

Depression can also have long-term effects. Depressed young people might drop out of school or quit their jobs, which further affects their social lives and work options.

Young people who experience depression are often at risk of depression in adulthood as well - and depression is a well-recognised risk factor for suicidal behaviour.

It is important to understand that depression can be treated. If you're concerned about yourself, a friend or family member *Look, Listen, Talk and Seek Help Together*. **LOOK** for the signs of depression, **LISTEN** to your friends' experiences **TALK** about what's going on and **SEEK HELP** together.

### WHAT CAUSES DEPRESSION?

People often think you "get depressed" because something's gone wrong with your life - you've gone through a bad break-up or failed an exam. But research shows that there is usually more than one reason for depression. It's more usually caused by a combination of several of the factors below that put young people at risk of developing depression.

- family history of mental illness
- anxiety as a kid
- family arguments, separation, divorce, brothers or sisters moving out
- physical or emotional abuse
- mum or dad having depression or another mental illness
- poor self esteem
- not getting on with friends or family
- not coping
- stress
- not being able to talk to people



## HEALTHY MIND DEPRESSION

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### WHAT CAUSES DEPRESSION? CONTINUED ...

- not having people to talk to
  - bullying
- not doing well at school or work
  - being in debt
  - putting oneself down
  - feeling lonely

Young people who experience a head injury or another illness, such as epilepsy or cancer, can also be at more risk of developing depression. Sometimes depression occurs for no obvious reason. Regardless of what causes depression, it's a very real illness that requires detection, treatment and a plan to get through it.

**Remember to Look, Listen, Talk and Seek help together.**

### HOW DO I KNOW IF SOMEONE HAS DEPRESSION?

According to the mental health experts, a young person is probably experiencing depression if he or she:

- appears unhappy, down or miserable, or cries regularly
  - complains of feeling sad or empty, OR
- has lost interest or enjoyment in things he/she used to enjoy.

Everyone feels unhappy from time to time, but the thoughts, feelings, behaviour and physical symptoms of depression last for **more than two weeks.**

Young people experiencing depression might also be:

- not doing so well at work, school or university AND/OR
- experiencing changes in relationships with family and friends.

At the same time, they will have **four or more** of the following symptoms:

- Their appetite or weight has changed considerably - have lost or gained lots of weight.
  - They are restless, agitated or slowed down.
- They have lost a lot of energy and/or complain of feeling tired all the time.
- They find it difficult to concentrate, think things through or can't make up their minds.
  - They feel worthless or guilty about things that aren't their fault.
- They believe that life is not worth living, that there is no future or they'd be better off dead.



## HEALTHY MIND DEPRESSION

### HOW DO I KNOW IF SOMEONE HAS DEPRESSION?

What we're talking about here is the most common type of depression, known by doctors as **major depression**. Major depression is experienced by 3 per cent of young people.

Apart from **major depression**, there are two other main types of depression.

#### *Dysthymia*

Someone with dysthymia will have feelings of sadness or a depressed mood for most days of the week **for a year or more**, as well as some of the symptoms of major depression (though usually these are not as severe). Dysthymia often has an early onset (in childhood, teen years, early adult life) and can lead to major depression.

#### *Bipolar disorder (previously called manic depression)*

Someone with bipolar disorder experiences distinct times of depression (lows) and mania (extreme highs). Young people are more likely to first experience the lows of bipolar disorder. Less than 1 per cent of young people experience bipolar disorder, which usually has its onset in adolescence. It is not often recognised or treated until the young person reaches adulthood.

### HOW TO GET HELP

If you or someone you know, is in need of help consult a doctor, the emergency department of a hospital or a mental health professional - like a psychologist or counsellor. If you're concerned about yourself or a friend, you can also phone Lifeline or Kids Help Line to speak to trained counsellors.

#### **Lifeline 13 11 14**

Lifeline is a 24-hour telephone counselling service where you can talk about a wide range of problems.

#### **Kids Help Line 1800 55 1800 (freecall)**

Kids Help Line is a 24-hour counselling service for people aged between five and 25. There is also online counselling available at their website:

[www.kidshelp.com.au](http://www.kidshelp.com.au)



## HEALTHY MIND DEPRESSION

HOW TO GET HELP

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**Youthbeyondblue** is the youth arm of *beyondblue: the national depression initiative*. Youthbeyondblue encourages young people, their families and friends to get help when it's needed and to understand that it's okay to talk about depression. Check out: [www.youthbeyondblue.com](http://www.youthbeyondblue.com) for information about depression and anxiety, resources and interactive features or call the ***beyondblue* info line on 1300 22 4636**.

**headspace** is Australia's National Youth Mental Health Foundation. It was established in order to respond more effectively to young people with mental health, alcohol and substance use problems. **headspace** has sites across Australia where young people can access friendly staff and be referred to places where help is available for mental health and other health problems. Call **03 8346 8213** to find a **headspace** near you or go to [www.headspace.org.au](http://www.headspace.org.au)

**ReachOut.com** - [www.reachout.com](http://www.reachout.com) - provides information, support and resources to improve young people's understanding of mental health issues, develop resilience, increase coping skills and facilitate help-seeking behaviour. With *beyondblue's* support they have developed an online game for young people called Reach Out Central (ROC). [www.reachoutcentral.com.au](http://www.reachoutcentral.com.au)

You can also help yourself and your mates. One of the most powerful ways to fight depression is to learn how to help yourself and your friends. The key messages to remember are:

- **LOOK** for the signs of depression
- **LISTEN** to your friends' experiences
  - **TALK** about what's going on
  - **SEEK HELP** together.



## HEALTHY MIND

## STRESS AND RELAXATION

## STRESS AND RELAXATION

When someone is stressed, do they find it difficult to relax?



- *Stress is something everyone needs in order to survive. A certain amount of stress gets a person going and motivates them to do things. Stress is simply their responses and reactions to a stressor (something stressful).*

Is life speeding up? It seems everyone needs to do more and more just to keep up. There's always new technology to learn about, there's loads of school work, homework, exams, training and Uni work to complete to get a good job. Then there's job-hunting, working, making ends meet, relationships with friends, partners and family. Life can all get pretty heavy at times. So what's the answer? This topic is about stress, how to recognise it and how to stay on top.

## WHAT IS STRESS?

First of all, everyone has stress in their lives. It's normal. Stress is something everyone needs in order to survive. Imagine standing under a gum tree after a windy, rainy night and suddenly hearing a *crrrraack!* from above. Looking up they realise that a branch of a gum tree right above their head is about to drop. Their response is made up of thought (*danger! I'm about to be flattened*), physical responses (*heart beats faster, breathing is quicker, blood rushes through their body*) and a reaction (*I'm outta here!*).

If the tree limb falling didn't stress that person at all, he or she wouldn't bother to move out of the way. (*Splat!*) A certain amount of stress gets a person going and motivates him or her to do things. Stress is simply their responses and reactions to a stressor (something stressful). The tree limb falling was the stressor in the last example. The response was for the mind to think and the body to get ready. The reaction was to run for their life.

## TOO MUCH STRESS

So stress is OK, stress is normal. Usually when people talk about being stressed it means stress levels are too high or the stress goes on too long to cope well. What everyone needs is enough skills to be able to cope with different levels of stress.



### STRESS AND RELAXATION

#### TOO MUCH STRESS CONTINUED ...

This is a person's coping capacity. When the stress in their lives becomes greater than their individual coping capacity, he or she can become ill from stress. It's like a scale that needs to balance.

When stress outweighs the coping capacity, people say things, like 'I'm getting stressed', or 'I'm stressed out' or 'I'm stressed to the max'.

Sometimes a person feels that pressure from other people around them is forcing them to keep going. They can be made to believe that they're weak if they say they're feeling stressed. This isn't true — everyone gets stressed — some people just need more ways to deal with it or they might need to make changes to their lifestyle.

• [www.cyh.com](http://www.cyh.com)



#### WHAT CAUSES STRESS (STRESSORS)?

Everyone is different and everyone responds differently to situations that make them feel angry or worried or overloaded. This means that some people will become highly stressed about things that don't worry other people like:

- Exams
- Arguments
- Homework
- Being harassed
- Being left out of a group
  - A new school
- Being stuck in traffic
  - Getting married
  - Having a baby
- Moving out of home
- Going to the dentist
  - A job interview
- Taking on a new responsibility.

- *If someone tries to pretend to themselves that they aren't affected by stress, he or she can get to the stage where their body sends them strong messages to stop.*

**PEOPLE SHOULD DEAL WITH THEIR STRESS BEFORE IT MAKES THEM ILL.**



## HEALTHY MIND

## STRESS AND RELAXATION

## WHAT ARE THE EFFECTS OF STRESS IF IT GOES ON TOO LONG?

How do I know if I'm stressed?



It's different for everyone but there are some things that all people get highly stressed about — things like a family breakdown, the death of someone close, getting into trouble, too many responsibilities or being a victim of violent crime.

Crises like living through bushfire, a cyclone, an earthquake or living through a drought (especially for country people) are stressful events for everyone.

There are signs that tell a person that they're over-stressed. That's the time to deal with it. If he or she doesn't deal with it they can eventually become quite ill. **Some people say that experiencing high stress over a long time, and not dealing with it effectively contributes to high blood pressure, cancer and heart attacks.**

It is important to acknowledge those first signs. If someone is trying to pretend to themselves that stress isn't affecting them and keeps on pretending for too long, he or she can get to the stage where their body sends them strong messages to stop whatever it is that's stressing them. If that person doesn't have effective ways to deal with stress, he or she can become quite ill.

- *Some feelings indicating someone is stressed could be:*
  - nervousness
  - anxiety
  - sadness
  - aggression and anger
  - tiredness
  - tension.

---

EVERYONE  
SHOULD LEARN  
TO RECOGNISE  
STRESS SIGNS IN  
THEMSELVES.



Sometimes people feel as though there is something pulling them back from being successful and happy. This could have something to do with their level of confidence or self-esteem. This section is written to make people think about their choices. It discusses the things they might be doing to let misery take over their life and keep self-esteem out. Mostly it looks at how a person can build up self-esteem, and then work on it so that they can achieve the things that they want to do. The way a person feels about themselves and their life is entirely up to them!

Sometimes, even though they don't realise it, people actively choose to be miserable! In reality, they would prefer to boost their self-esteem and feel happier about themselves. How can people build self-esteem and get on with living their life to the fullest?

Self-esteem is about how a person sees themselves. It is how valuable and worthwhile they think they are as a person and how good they feel about it. It's not about boasting or trying to prove how good they are to other people. It is about believing in themselves and what they think they can achieve.

High self-esteem can be a great helper in a person's life. It can also make others feel safe, at ease, valued and stimulated when they are around that person.

#### *How can people attract self-esteem?*

There are many ways people can boost their self-esteem. Below are some tips to think about. They might all be useful, people can choose the ones best suited to them:

- Everyone should be nice to themselves! They should stop giving themselves a hard time and start appreciating themselves as unique individuals. People who compare themselves to others will always find things missing from themselves and their own life!



- *The way a person feels about themselves and their life is entirely up to them!*



Just see me now!



- *If people feel more energetic about things it shows!*
- *If people do things they love doing and they know they're good at, life can be more fun!*

People should:

- Think of the times when they tried something new and succeeded. What did they do? Were there any specific steps they had to take? How were they able to succeed? How did it affect the relationships they had (friends, family, partner, workmates etc.)? How did they feel about themselves? What did they learn about themselves? How might they incorporate what they learnt about themselves into being a big part of their life and their future?
- Dream. Think about how they would like their life to be. Set themselves goals. Identify one thing at a time and start there. Beware of 'biting off more than they can chew' as sometimes people can set themselves up to fail by taking on too much
- Try new skills. This could be anything from assertiveness to learning how to play chess. They should challenge themselves. They should try to test things out and learn what works for them and what doesn't. People should celebrate their successes
- Make a list of their past successes. These don't have to be as big as 'When I became Prime Minister' or 'When I got gold at the Olympics'. Success can be 'small victories' to 'huge accomplishments'. Ringing and making an appointment that a person has been putting off for months, receiving an award or doing well in a job interview are all examples of successes in life. People should read their list over and over again!
- Think about the personal qualities that have helped them in their life. Make a list and think about how they might use these qualities in the future
- Get involved in life. Join a sporting team or join in other things in their community. Allow themselves to 'give'. Help someone do something. Tell someone they look nice or that they did a good job at something. Make a note of their contribution and the way it makes them feel about themselves



### SELF-ESTEEM AND CONFIDENCE

#### SELF-ESTEEM AND CONFIDENCE CONTINUED ...

- Do things that they love doing and that they know they are good at. If they can't think of anything, look around for new things to learn. There are free things people can get involved in or many activities that are cheap and easy
- Take action. People mustn't let the black cloud of 'low self-esteem' rule their life. They should take control of themselves. When a person takes action, makes changes and has successes, he or she will start to feel a lot better about themselves.

As one young woman recently discovered:

***'I have realised that I am the boss of my life. I am not going to let other people who treat me badly or my past experiences take over. I want to be happy and I want to do heaps of things with my life.'***

Anna , 16 years

- Accept compliments when people give them. Reply with a 'thank you'. Doing this gets easier with practice
- Everyone should give themselves the right to make a mistake or to not be 'perfect' — whatever 'perfect' is! Mistakes are a great opportunity to learn. Don't waste the chance
- Everyone should be true to themselves. They will never be able to make everyone happy or meet everyone's expectations about how they 'should' be. They should trust, look out for and protect themselves. Learn what makes them happy.



- *Go on. Everyone should take control of their life. Do it now!*

*Note: this topic gives some practical suggestions and information about social health. It is important that a person sees their doctor or health professional for information specific to a health concern they may have about themselves.*

For contact information and websites about Healthy Mind, please see **page 195**



**MORDIALLOC**

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## DECIDING ON A CAREER



### CAREERS SERVICES AND INFORMATION

Most tertiary institutions have careers services and a variety of resources that enable students at the institution to research career information. These services are sometimes available to prospective students as well. Contact the prospective students' office at the institution you wish to apply to for details.

The Australian Association of Careers Counsellors is the peak body for career practitioners in Australia.

Careers professionals work with a variety of clients to help them make decisions about current or future career development needs. Careers practitioners can help you identify what your needs are and the resources that may be most beneficial in helping you achieve your aims. Find a careers adviser on [www.aacc.org.au](http://www.aacc.org.au)

#### *The Job Guide*

The Job Guide is Australia's premier career information guide providing extensive information on individual occupations. For each entry there is a job description, personal qualities required, education and training requirements, a brief summary of employment opportunities and sources of further information. Also included is advice on career choice, applying for a job, post-secondary education and training and government help (both State and Federal).

[www.jobguide.dest.gov.au](http://www.jobguide.dest.gov.au)

#### *My future*

It provides career information, and offers unique features that enable users to create individual profiles that relate to possible occupations.

[www.myfuture.edu.au](http://www.myfuture.edu.au)

#### *Centrelink Career Information*

You can get career information from Centrelink's Career Information Centre.

[www.centrelink.gov.au](http://www.centrelink.gov.au)

There is only one Career Information Centre that you can visit in VIC, as well as a service centre that is available by telephone or email only. Centrelink's Career Information Centres are 'one-stop-shops' providing a comprehensive free service. Specialist staff can help make informed decisions about education, training and employment options and pathways.

- Check your local newspaper for information on careers information evenings or the Yellow Pages for private career counsellors.
- Work with a career practitioner
- The Job Guide is available on the internet at [www.jobguide.dest.gov.au](http://www.jobguide.dest.gov.au)

Centrelink contacts:

### CAREER INFORMATION CENTRE

#### MELBOURNE

phone/Email Service only  
Located in the Yarra  
Customer Service Centre  
Locked Bag 2005 Box Hill  
VIC 3128

Freecall<sup>TM</sup>1800 048 525

Fax: (03) 9403 8898

Email: [cic.melbourne@centrelink.gov.au](mailto:cic.melbourne@centrelink.gov.au)

#### GEELONG

Enter from Geelong  
Customer Service Centre  
1st Floor 170 Lt. Malop St  
Geelong VIC 3220  
PO Box 263 Geelong VIC  
3220

Freecall<sup>TM</sup>1800 706 455

Fax: (03) 5228 6299 Email: [cic.geelong@centrelink.gov.au](mailto:cic.geelong@centrelink.gov.au)



## LEAVING SCHOOL FURTHERING YOUR CAREER

### GOING TO UNI & TAFE (VTAC)

#### *Decided to go on with your education?*

Once you have a career in mind for which you require tertiary education, you will have to research the kinds of courses you will need and the education providers available to you. This is where a body called VTAC can help.

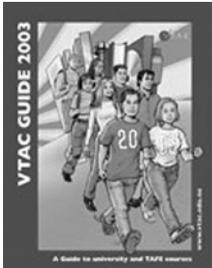
#### *What is VTAC?*

VTAC is an invaluable source of information on current courses and prerequisites to courses.

The Victorian Tertiary Admissions Centre (VTAC) acts on behalf of participating institutions, universities, TAFE institutes and other providers, facilitating and co-ordinating the joint selection system.

Applications and documentation are received from applicants, processed and forwarded on to the chosen institutions. Once course authorities have made offers for course places, VTAC sends an offer letter to the applicant.

Most education providers (including TAFE) require applications to courses through VTAC, so it is good to get acquainted with their system as soon as you decide on a career.



**VTAC GUIDES  
ARE  
AVAILABLE TO  
BORROW AT YOUR  
SCHOOL AND  
PUBLIC LIBRARIES  
OR ONLINE AT:**

[www.vtac.edu.au](http://www.vtac.edu.au)



[www.vtac.edu.au](http://www.vtac.edu.au)

[www.smarthandbooks.com.au](http://www.smarthandbooks.com.au)



LEAVING SCHOOL  
FURTHERING YOUR CAREER

FURTHERING YOUR EDUCATION

Every year a new VTAC guide is published outlining current courses, education providers, application cut-off dates and important information on how to apply to courses.

*Applying through VTAC*

VTAC has two main categories of applicants: Current Year 12 Students and Non-Year 12 Applicants. It is necessary to distinguish between applicants in this way because the application process for Current Year 12 Students is co-ordinated through the secondary school system. Non-Year 12 Applicants deal directly with VTAC to apply.

Current Year 12 students can apply for courses using the VTAC Infonet or the VTAC Infoline. Non-Year 12 Applicants can apply using the form in the VTAC Guide or the VTAC Infonet.

*Current Year 12 Students*

Current Year 12 Students are those who are undertaking Year 12 studies (Units 3 and 4 of a VCE subject). Included are Adult VCE students, students repeating Units 3 and 4 (Year 12) studies, interstate Year 12 students (except for Queensland External), those studying the International Baccalaureate (IB) in Australia and international students studying VCE or the IB in Victoria.

*Non-Year 12 Applicants*

Non-Year 12 Applicants are those who are not studying Year 12 in 2003. Non-Year 12 Applicants include applicants who completed Year 12 in 2002 or earlier, adults returning to study, those with overseas qualifications, those who already have tertiary qualifications, those who have not completed a Year 12 or equivalent qualification.

To be eligible to apply, all Non Year 12 Applicants must be:

Australian citizens or permanent residents,  
or New Zealand citizens. (02) 9330 7200

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*Contact Information:*

- **VTAC INFOLINE**  
1902 241 114
- **VTAC INFONET**  
[www.vtac.edu.au](http://www.vtac.edu.au)  
• email  
[enquiry@vtac.edu.au](mailto:enquiry@vtac.edu.au)
- **VTAC GENERAL OFFICE:**  
Tel: 1300 364 133



[www.vtac.edu.au](http://www.vtac.edu.au)

[www.smarthandbooks.com.au](http://www.smarthandbooks.com.au)



## LEAVING SCHOOL APPLYING FOR COURSES

### APPLYING FOR COURSES

*I want to change my current course!*

After lodging an application with VTAC outlining your course choices (yes, you can apply for more than one), you will receive confirmation from VTAC (current Year 12 students will get confirmation of their course preferences with the ENTER statement that is mailed out to their home addresses in December).

Every tertiary course has criteria for entry or 'prerequisites'. To be accepted into a course you will need to meet these prerequisites; to have done the subjects necessary and/or achieve the minimum score in your Year 12 results as set out by the course provider.

VTAC obtains Year 12 results from the examining authorities in the different States, using the details you provide in your application, so you need to be accurate. VTAC uses VCE results issued by the Victorian Curriculum and Assessment Authority to calculate the Equivalent National Tertiary Entrance Rank (ENTER).

The ENTER is used either solely or in conjunction with other criteria as a selection tool for course entry.

#### *Change of preference*

After you have received your ENTER you are given the opportunity to change your preferences with VTAC. It is a time to consider your course choices based on the new information you have on your ENTER.

Change of Preference is really a safety net to ensure that you have made realistic decisions based on your results.

#### *What happens next?*

There are three rounds of offers through the VTAC system. VTAC receives notification of any offers you have received from the courses for which you have applied and then notifies you of the highest offer on your preference list.



- *Make sure you understand how the preference system works and look at the requirements listed in the VTAC guide for all the courses you have applied to and any others you may wish to add.*

**VTAC CALCULATES AN ENTER FOR ALL VCE STUDENTS WHO HAVE SUCCESSFULLY COMPLETED THE VCE AND SATISFIED MINIMUM TERTIARY ENTRANCE REQUIREMENTS.**

*(The ENTER is only mailed to students who make an application through VTAC.)*





## LEAVING SCHOOL APPLYING FOR COURSES

APPLYING FOR COURSES CONTINUED ...

A letter will be posted to all applicants regardless of whether or not they have received an offer on dates published in the current VTAC Guide. Offers from Rounds 1 and 2 will also be published in the press and will be available on the VTAC Infonet and Infoline from this date. You must accept/reject/defer your offer/s.

You may only accept one offer per round - but don't panic. If you accept an offer in Round 1, you will still be automatically considered for courses listed higher on your preferences in later rounds.

### *Special Entry Schemes*

These schemes are designed to assist applicants who have not met tertiary entrance requirements or (because of circumstances such as regional isolation, illness or other hardships) have a reduced ability to compete with others for course places. If you are not completing your VCE this year, or you are not studying English, ESL, English Language or Literature Units 3 and 4 and you want to apply for courses you may find these schemes useful.

### *Consideration of Disadvantage*

Consideration of Disadvantage allows schools to acknowledge that a student has been unable to perform at an optimal level because of significant hardship during the course of his or her VCE studies. If this applies to you, apply through your school for Consideration of Disadvantage. The decision to grant Consideration of Disadvantage is made by the school principal and teaching staff.

### *Applicants with a disability*

Applicants who have a disability, impairment or chronic medical condition are able to access support and advisory services at universities and TAFE providers. If you have a disability, impairment or chronic medical condition you are also advised to complete the VTAC Personal Information form which is an optional section of the application.

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What are 'Special Entry' Schemes?



- *Special Entry Schemes vary from institution to institution and information on these can be found at the front of each institutional entry in your VTAC guide.*

**YOUR VTAC GUIDE WILL SET OUT AND EXPLAIN ALL GUIDELINES FOR ACCEPTING/REJECTING OR DEFERRING YOUR OFFER/S AND PUBLISH RELEVANT DATES SO YOU WON'T MISS A THING.**



[www.vtac.edu.au](http://www.vtac.edu.au)

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Find Us & Like Us On Facebook & Instagram





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## LEAVING SCHOOL ENTERING UNIVERSITY

### TYPES OF COURSES AVAILABLE

#### *Undergraduate and postgraduate*

The undergraduate courses available include Bachelor Degrees, Advanced Diplomas, Diplomas and Certificate IV.

- Bachelor Degrees generally require a minimum of three to four years full-time study
  - Advanced Diplomas generally require at least two years full-time study
  - Diplomas generally require two years of full-time study
- Certificate IV courses can be, but are not always, the first year qualification of a Diploma.

### METHODS OF STUDY

#### *Full-time*

All courses vary in the time commitment they require from students, so it is best to check with the institutions you are applying to in order to be clear about what they mean by 'full-time study'. Depending on the content and level of the course, this could be anything between twelve and thirty-five 'contact hours' (that is hours in tutorials and lectures) per week. In addition to this, you are expected to devote equal time to private study. Again, this varies from course to course and even from subject to subject.

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Do Universities offer accommodation?



- *A range of accommodation is offered by institutions. Contact the institution at the time you apply - do not wait to apply for accommodation until you have received an offer, you may miss out.*



[www.vtac.edu.au](http://www.vtac.edu.au)

[www.smarthandbooks.com.au](http://www.smarthandbooks.com.au)



LEAVING SCHOOL  
ENTERING UNIVERSITY

UNIVERSITIES

### Deakin University

For further information on Deakin's courses, contact us on:

Course Assistance Tel: 1800 242 251 Hotline

Email: [courseassist@deakin.edu.au](mailto:courseassist@deakin.edu.au)

[www.deakin.edu.au](http://www.deakin.edu.au)

### La Trobe University

#### *Albury-Wodonga*

Prospective Students Liaison Officer

Tel: (02) 6058 3785

Email: [study@aw.latrobe.edu.au](mailto:study@aw.latrobe.edu.au)

[www.aw.latrobe.edu.au](http://www.aw.latrobe.edu.au)

#### *Bendigo*

Office for Prospective Students,

Bendigo Tel: 1300 138 058

Email: [study@bendigo.latrobe.edu.au](mailto:study@bendigo.latrobe.edu.au)

[www.latrobe.edu.au/bendigo/](http://www.latrobe.edu.au/bendigo/)

#### *Melbourne (Bundoora)*

Course and Careers Services

Tel: 1300 135 045

Email: [study@latrobe.edu.au](mailto:study@latrobe.edu.au)

[www.latrobe.edu.au](http://www.latrobe.edu.au)

#### *Mildura*

Campus Administration Office

Tel: (03) 5022 3757

[www.latrobe.edu.au/mildura/](http://www.latrobe.edu.au/mildura/)

#### *Shepparton*

Campus Administration

Tel: (03) 5833 2517

or toll-free 1800 065 721

Email: [r.king@latrobe.edu.au](mailto:r.king@latrobe.edu.au)

[www.latrobe.edu.au/shepparton/](http://www.latrobe.edu.au/shepparton/)

### Monash University

Prospective Students Office Tel: (03) 9905 1320

Email: [ps@adm.monash.edu.au](mailto:ps@adm.monash.edu.au)

[www.monash.edu.au](http://www.monash.edu.au)

### RMIT University

Office for Prospective Students

#### *City Campus*

124 La Trobe Street

Building 15 – Ground Floor,

Melbourne.

Postal address:

GPO Box 2476V

Melbourne VIC 3001

For course and admissions queries:

Tel: (03) 9925 2260

Change of preference hotline:

1800 117 648

Email: [admissions@rmit.edu.au](mailto:admissions@rmit.edu.au)

[www.rmit.edu.au](http://www.rmit.edu.au)



LEAVING SCHOOL  
ENTERING UNIVERSITY

UNIVERSITIES

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## Swinburne University of Technology

Information Office: 1300 368 777  
International Student Unit (03) 9214 8712 or (03) 9214 8647  
Change of Preference Hotline: 1300 368 777  
Email: [info@swin.edu.au](mailto:info@swin.edu.au)  
[www.swin.edu.au](http://www.swin.edu.au)

---

## University of Ballarat

Postal Address  
Box 663  
Ballarat VIC 3353  
Tel: 1800 811 711  
Email: [prospective@ballarat.edu.au](mailto:prospective@ballarat.edu.au)  
[www.ballarat.edu.au](http://www.ballarat.edu.au)

---

## University of Melbourne (The)

### *Parkville*

University Information Centre  
Telephone (03) 8344 6543  
Free call 1800 801 662  
<http://unimelb.custhelp.com>

Written enquiries:  
Vice-Principal and Academic  
Registrar, VCA: School  
Administrator, relevant School.  
[www.unimelb.edu.au](http://www.unimelb.edu.au)

---

## Victoria University

### *For all campuses:*

Centre for Commencing Students  
Building C, Footscray Park campus  
Ballarat Road  
Footscray VIC 3011  
Tel: (03) 9688 4110  
Fax: (03) 9688 4813

Written enquiries  
Centre for Commencing Students  
Mail code F125  
PO Box 14428  
Melbourne City MC VIC 8001  
Email: [ccs@vu.edu.au](mailto:ccs@vu.edu.au)  
[www.vu.edu.au](http://www.vu.edu.au)

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P: (03) 9801 6088 E: info@headspaceknox.com.au



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Mentone VIC 3194

**www.iceedge.com.au**

Ph: **03 8521 3113**

Email: **ask@iceedge.com.au**

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## LEAVING SCHOOL ENTERING TAFE

### ABOUT TAFE

When you finish school there are many different paths you can choose to get to where you want to go. If you decide you want to do further study, TAFE is a great option.

TAFE is Victoria's largest provider of post-secondary education and training with more than 500,000 students enrolled in training and further education last year.

### TOP 5 REASONS TO TRY TAFE:

#### 1. TAFE gives you up-to-date training

TAFE courses are designed and updated with help from industry - the employers who may be your future managers. Courses are up-to-date and directly related to specific jobs and careers. In addition, they equip you to meet the changing demands of the work place, while allowing you to get ahead in your career.

#### 2. TAFE choices are endless

The variety of courses offered at TAFE are endless and exciting – in over 30 broad study areas, from Agriculture and Natural Resources, Computing and Information Systems to Hospitality. In addition, some Victorian TAFE Institutes now offer degree courses in areas like music, biotechnology and nanotechnology.

#### 3. TAFE gets you ready for work

When you leave school, TAFE courses can teach you practical skills and knowledge so that you perform well on your first day on the job. TAFE can also increase your job choices down the track.

#### 4. TAFE is a stepping-stone on the path to your career

TAFE is an 'open ended' way to gain qualifications and to advance your career. In some study areas there may be pathways to University entrance. Discussions with a TAFE or University will clarify pathway requirements.

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I'll just turn up on the day!



- *Make sure you know exactly what the enrolment procedures are for your particular institution.*

ONLINE  
INFORMATION  
ABOUT ALL TAFE  
COURSES CAN BE  
OBTAINED FROM:

**TAFE COURSES  
DIRECTORY  
ONLINE – WWW.  
TAFE.VIC.GOV.AU**



[www.vtac.edu.au](http://www.vtac.edu.au)

[www.smarthandbooks.com.au](http://www.smarthandbooks.com.au)



## LEAVING SCHOOL ENTERING TAFE

TOP 5 REASONS TO TRY TAFE CONTINUED ...

### 5. *TAFE is an affordable option!*

TAFE is free of the Higher Education Contribution Scheme (HECS), so you avoid deferred debts.

A tuition fee is charged by the TAFE Institutes and charges may also be made for personal-use items such as tools of the trade, student services fees and take-home goods. For students experiencing difficulty with payment of tuition fees, student loans are available at most TAFE Institutes. Concessions and exemptions are available depending on eligibility.

### TYPES OF COURSES AVAILABLE

At TAFE you can study either on-campus, or off-campus. Off-campus courses are also called 'distance learning' or 'flexible learning'. These courses give you the same qualifications you would receive if you studied full-time on-campus. It is also possible at TAFE to have a mix of on-campus and off-campus studies.

If you have a job or other daytime commitments, there are many part-time or evening courses offered by TAFE for students who cannot attend during the day. Some TAFE institutes also offer weekend classes. You should apply directly to the relevant TAFE providers for part-time study, not through VTAC (unless specified).

TAFE qualifications are in the form of Certificates (four levels) and Advanced Diploma courses, all of which are fully nationally accredited to qualify people for all kinds of jobs. The level at which you enter your career may depend on the TAFE qualification you receive when you finish your course and the position you obtain.

### *Advanced Diploma courses provide training for:*

- Supervisory and middle management positions, or operating at a high level of expertise within a particular skill area.

I don't  
want to  
study all  
the time.



- *Many courses are offered as full-time or part-time courses (day, evening or weekend). You should apply directly to the relevant TAFE providers for part-time study, not through VTAC.*

FOR FURTHER  
INFORMATION  
AND TAFE  
CONTACT DETAILS  
PLEASE SEE OUR  
CONTACTS SECTION  
AT  
THE BACK OF THIS  
BOOK  
UNDER TAFE.



[www.vtac.edu.au](http://www.vtac.edu.au)

[www.smarthandbooks.com.au](http://www.smarthandbooks.com.au)



## LEAVING SCHOOL ENTERING TAFE



### TYPES OF COURSES AVAILABLE CONTINUED ...

*Diploma courses are designed to provide you with the skills necessary for:*

- Supervisory positions
- Running a small business
- Working closely with experienced professionals
- Work that involves high level technical skills

*Certificate IV courses are skill-based and will prepare you to:*

- Work in areas which require complex skills

*Certificate III courses provide*

- Skills for entry level positions into many industries

How long will a TAFE course take?



- *TAFE Diplomas and Advanced Diplomas are normally equivalent to two years full-time study.*

### COURSE LENGTH

TAFE Diplomas and Advanced Diplomas are normally equivalent to two years full-time study.

### CREDIT TRANSFER, PATHWAYS AND ARTICULATION

Some TAFE courses offer pathways and links between qualifications – for example from a Certificate IV to a Diploma – enabling you to get credit for subjects you've already completed. This is called 'credit transfer' and can reduce the length of time you study. It may also reduce your study costs.

VCE studies such as VET in Schools may also entitle you to credit for subjects in some TAFE courses. You should enquire about credit transfer entitlements with your VCE Co-ordinator or the credit transfer contact person at the relevant TAFE providers before finalising your list of preferences.





## LEAVING SCHOOL ENTERING TAFE

CREDIT TRANSFER, PATHWAYS AND ARTICULATION CONT ...

Can a TAFE  
course lead to  
University?

TAFE studies can be used as a pathway into degree courses offered by universities and vice versa. You can begin your studies at TAFE, obtain credit for the work you've done, then apply for university admission. Many university students also look to TAFE to gain vocational training once they have finished their degree – as a way of improving their employment prospects.

### *Recognition of prior learning*

Where formal credit transfer arrangements do not exist, it can still be possible to get recognition for previous study or relevant work/life experience. You can ask the TAFE provider for an assessment. This may result in the allocation of credit for some subjects/units of the course.

### ENROLMENT AT TAFE

TAFE institutes make all offers for entry into courses (even those processed by VTAC). TAFE institutes have their own selection procedures and they vary from course to course. Your performance at interviews and tests can be important. Some practical courses require you to show a folio of your work. To increase your chances of getting into a non-VTAC application course you should apply to several TAFEs and Registered Training Organisations (RTOs). RTOs are organisations that offer nationally recognised training.

### LOCATION OF COURSES

TAFE institutes have a number of campuses. When making your choice about where to study you should take the location where the course is offered into account. Campus locations for TAFE institutes participating in the VTAC system can be found on maps shown in the VTAC Guide.



- *TAFE studies can be used as a pathway into degree courses offered by universities and vice versa. You can begin your studies at TAFE, obtain credit for the work you've done, then apply for university admission.*





LEAVING SCHOOL  
ENTERING TAFE

TAFE INSTITUTES

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*Further information about all TAFE courses can be  
obtained from:*

- The TAFE Courses Directory
- Individual TAFE institutes (contact details below)
- TAFE Courses Directory online – [www.tafe.vic.gov.au](http://www.tafe.vic.gov.au)
- DE&T Information and Referral Service – freecall 1800 809 834

**William Angliss**

[www.angliss.edu.au](http://www.angliss.edu.au)  
1300 ANGLISS

**Chisholm**

[www.chisholm.edu.au](http://www.chisholm.edu.au)  
1300 244 746

**South West TAFE**

[swtafe.edu.au](http://swtafe.edu.au)  
1300 648 911

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**Box Hill Institute**

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1300 518 028

**Victoria University Polytechnic**

[www.vupolytechnic.edu.au](http://www.vupolytechnic.edu.au)  
1300 82 33 87

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1300 639 888

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## Kylie McGrath on Behalf of, Ray White Plenty

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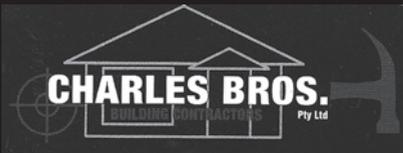
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TAFES

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## LEAVING SCHOOL APPRENTICESHIPS

### APPRENTICESHIPS

Australian Apprenticeships (often referred to as apprenticeships or traineeships) are available to anyone of working age.

You do not need a secondary school certificate or other qualification to be able to do an Australian Apprenticeship.

You can do an Australian Apprenticeship if you are a school-leaver, re-entering the workforce or as an adult worker simply wishing to change careers.

You can even begin your Australian Apprenticeship while you're still at school finishing Years 11 and 12.

Australian Apprenticeships offer opportunities for you to train, study and earn an income at a variety of qualification levels in most occupations as well as in traditional trades.

As an Australian Apprentice you can combine time at work with training, and can be either full-time, part-time or school-based.

When you finish your Australian Apprenticeship, you will have a nationally recognised qualification that can take you anywhere in Australia and one that is held in high regard in many overseas countries as well.

You will have many options for your future to think about and choose from.

### SO YOU WANT TO BECOME AN AUSTRALIAN APPRENTICE?

Australian Apprenticeships (often referred to as apprenticeships or traineeships) are the best way to combine training and employment and they can lead to a nationally recognised qualification.

Australian Apprenticeships are delivered through a cooperative arrangement between the Australian Government, State and Territory Governments, industry, employers and Registered Training Organisations.

*Australian Apprenticeships offer a range of benefits, they:*

- Are a great way to get a head start in a chosen career
- Involve paid work and structured training that can be on-the-job, off-the-job or a combination of both
- Represent 'competency based' training meaning individuals can complete their training faster when they reach the required skills level
  - Enable existing skills and prior experience to be recognised and course credit granted, potentially reducing formal training time
    - Are available as full-time, part-time, or school-based
- Lead to nationally recognised qualifications and skills which can provide a basis for further education and training over the course of a person's working life; and
  - Are an important pathway from school to work.



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## LEAVING SCHOOL APPRENTICESHIPS

### ELIGIBILITY

Australian Apprenticeships are available to anyone of working age.

You can do an Australian Apprenticeship if you are a school leaver, re-entering the workforce or as an adult worker simply wishing to change careers or gain new skills.

You can even start your Australian Apprenticeship while you are still at school finishing Years 11 and 12.

### OCCUPATIONS

Australian Apprenticeships are available in a variety of certificate levels in more than 500 occupations across Australia, in traditional trades, as well as a diverse range of emerging careers in most sectors of business and industry. For a comprehensive list of occupations and career pathways available through an apprenticeship or traineeship in your state or territory please visit [www.aapathways.com.au](http://www.aapathways.com.au).

## STEPS TO BECOME AN APPRENTICE

### PREPARATION

Australian Apprenticeships are available in over 500 occupations, so you'll need to spend time thinking about and researching the career path that best suits you.

The Australian Apprenticeships Pathways ([www.aapathways.com.au](http://www.aapathways.com.au)) website contains detailed information about potential Australian Apprenticeship job options and pathways. You can also take a number of practice aptitude quizzes to see if you are suited to the career pathway of your choice.

If you are still at school you should discuss options such as an Australian School-based Apprenticeship with your parents, carers, careers advisers and teachers.

Videos of apprentices and trainees sharing their experiences across a broad range of industries can be found on the Australian Training Awards 'Real Stories Real Achievements' <https://www.australiantrainingawards.gov.au/story> and the Australian Apprenticeships Pathways 'Australian Apprenticeships - My Gain' <https://www.youtube.com/user/AAPathways> channels. These videos may help you to better understand what your chosen pathway may entail.



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## LEAVING SCHOOL STEPS TO BECOME AN APPRENTICE

### ACTION

For more information and advice on all aspects of Australian Apprenticeships, contact your local Australian Apprenticeship Support Network provider

<https://www.australianapprenticeships.gov.au/find-my-aasn/map>. You may be able to access targeted support services to select the apprenticeship, occupation or training pathway that is most suited to you. These services could include assessing your suitability for an apprenticeship and connecting you with an employer.

For information about the structure and fees of a particular course, contact a Registered Training Organisation. [www.aapathways.com.au](http://www.aapathways.com.au)

Alternatively, you can find an employer willing to take you on as an Australian Apprentice. You can do this by:

- contacting a Group Training Organisation
- contacting a jobactive organisation in your region
- looking in the job vacancy ads in your local paper or on the web
  - contacting employers in the industries you'd like to work in
- networking to see if there are any opportunities within your local community, friends or family.

Once you've found an apprenticeship, ask your employer to call their local Apprenticeship Network provider who will work with you and your future employer to identify the training and support you will need throughout your apprenticeship. They also will help you to sign-up to your training contract and assess eligibility for Australian Government incentives and Trade Support Loans for you and your employer.

### WHERE CAN I FIND MORE INFORMATION?

For more information and advice on all aspects of Australian Apprenticeships, contact your local Apprenticeship Network provider.

<https://www.australianapprenticeships.gov.au/find-my-aasn/full-list>

#### *For general employment information:*

- for assistance in obtaining employment visit the Australian Job Search web site <https://jobsearch.gov.au>
- to find a jobactive organisation in your region, visit the jobactive website <https://jobsearch.gov.au> or call 13 62 68
- for wages, benefits and allowances information call the Fair Work Infoline on 13 13 94 or visit the Fair Work Ombudsman <https://www.fairwork.gov.au>
- for information on Youth Allowance, Austudy or ABSTUDY call the Human Services Australian Apprenticeships hotline on 13 36 33 or visit the Department of Human Services website <https://www.humanservices.gov.au>
  - for information on assistance for people with a disability call the Employment Assistance Fund on 1800 464 800 or visit Job Access <https://www.jobaccess.gov.au>



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## LEAVING SCHOOL EMPLOYMENT CONDITIONS

### EMPLOYMENT CONDITIONS

Conditions of employment for Australian Apprentices are the same as for other employees. This includes hours of work, overtime, holidays, personal leave, superannuation and other penalty provisions. Additional working conditions for Australian Apprentices require that you have:

- every opportunity to learn the skills and acquire the knowledge of your trade or traineeship
- access to structured on and/or off-the-job training
- paid time off work to attend training when necessary
- a safe working environment

To help you understand your workplace rights, the Fair Work Ombudsman has a dedicated Apprentice entitlements page where you can download the Guide to starting an apprenticeship, which provides detailed information about your rights and responsibilities as an apprentice.

If you need more help you can register for a free My account or call the Fair Work Infoline on 13 13 94.

### WAGES AND AWARDS

All Australian Apprentices must receive the wages and conditions under an appropriate award, approved enterprise agreement, or the national minimum wage and the National Employment Standards.

To find out your rate of pay and your entitlements, use the Fair Work Ombudsman's Pay and Conditions Tool (PACT). You can save your results or make an online enquiry by registering for a free My account.

### PAY SLIPS

Australian Apprentices must receive a pay slip, that includes details such as the period of employment to which the pay relates, the hours worked (including overtime), gross pay, tax deducted, other deductions and net pay, within one working day of payment.

It's best practice for apprentices to keep a record of their working hours. To help you record and store your hours, you can use the Fair Work Ombudsman's free Record My Hours App. The app is downloadable from the iTunes store and Google Play store.



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## LEAVING SCHOOL EMPLOYMENT CONDITIONS

### OTHER OBLIGATIONS

You are eligible to receive the same entitlements as full-time or part-time employees such as:

- leave (personal leave, annual leave, parental leave, compassionate leave)
  - allowances (tool allowance, uniform or laundry allowance, travel allowance) as set out in the relevant legislation, industrial award or workplace agreement
- employer superannuation contributions.

### STATE LEGISLATION

Australian Apprentices are also covered by state or territory legislation such as anti-discrimination laws and Occupational Health and Safety laws in the workplace.

### FAIR TREATMENT

You should be treated the same as any other employee and be able to take action if you feel you have been bullied, harassed, discriminated against or your safety has been jeopardised.

### PROBATIONARY PERIOD

The probationary period stipulated in the Australian Apprenticeship Training Contract allows you to be assessed before being taking them on permanently. You may still be entitled to notice of termination under the relevant award, enterprise agreement, or National Employment Standards during the probationary period.

### WORKERS' COMPENSATION

You are entitled to workers' compensation. For specific information view your relevant state or territory government's legislation.

### NATIONAL CODE OF GOOD PRACTICE

A National Code of Good Practice for Australian Apprenticeships has been developed to assist both parties entering into a Training Contract with a clear understanding of each other's obligations and expectations.

For more information and advice on all aspects of Australian Apprenticeships, contact your local Apprenticeship Network provider or your local State or Territory Training Authority.



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## LEAVING SCHOOL

## FINANCIAL INFORMATION

## FINANCIAL INFORMATION

It can be financially difficult entering the workforce as an Australian Apprentice, particularly in the first and second year. Depending on your Australian Apprenticeship, and your situation, you may be eligible to attract financial support to help you through this stage of your career.

## TRADE SUPPORT LOANS

Trade Support Loans are loans paid to an eligible Australian Apprentice in instalments totaling up to \$20,808 over the life of the apprenticeship. These loans assist Australian Apprentices with everyday costs while they complete their Australian Apprenticeship.

The Program started on 21 July 2014.

Trade Support Loans are available to Australian Apprentices undertaking a certificate III or IV level qualification leading to a priority trade occupation that currently appears on the National Skills Needs List as well as a number of agriculture and horticulture qualifications at the certificate II, III and IV levels. For more information on eligible qualifications, please refer to the Trade Support Loans Priority List Fact Sheet.

## LIVING AWAY FROM HOME ALLOWANCE

The Living Away From Home Allowance (LAFHA) is an allowance for eligible Australian Apprentices of any age during the first three years of training if they have to move away from their parents' or guardians' home in order to take up or retain an Australian Apprenticeship.

The allowance is available to eligible full and part-time Australian Apprentices and Australian School-based Apprentices during the first three years of their training.

## USER CHOICE

User Choice is a national policy whereby State and Territory Governments fund Registered Training Organisations to provide structured training to Australian Apprentices.

These funds reduce the cost of the training that an Australian Apprentice or the employer will have to pay under an Australian Apprenticeship.

The amount of funding and training available under User Choice is different in each State and Territory, with each State and Territory having different priority areas to direct their User Choice funds.

## YOUTH ALLOWANCE AND ABSTUDY

Australian Apprentices may also be eligible to access fortnightly payments delivered by Centrelink.



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## LEAVING SCHOOL SERVICES



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### SERVICES

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**Australian Apprenticeships  
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[aapathways.com.au](http://aapathways.com.au)

**Australian Training Awards**

[australiantrainingawards.gov.au](http://australiantrainingawards.gov.au)

**Business.gov.au**

[business.gov.au](http://business.gov.au)

**Fair Work Ombudsman**

[fairwork.gov.au/](http://fairwork.gov.au/)

**jobactive**

[jobactive.gov.au](http://jobactive.gov.au)

**Labour Market Information  
Portal**

[lmip.gov.au](http://lmip.gov.au)

**MoneySmart Rookie**

[moneysmart.gov.au](http://moneysmart.gov.au)

**Myfuture**

[myfuture.edu.au](http://myfuture.edu.au)

**MySkills**

[myskills.gov.au/](http://myskills.gov.au/)

**National Centre for Vocational  
Education Research**

[nover.edu.au](http://nover.edu.au)

**National Training Complaints  
Hotline**

<https://www.education.gov.au/NTCH>

**OzHelp Foundation**

[ozhelp.org.au](http://ozhelp.org.au)

**Reading Writing Hotline**

<http://www.readingwritinghotline.edu.au/>

**Tradeswomen**

[trainingfund.com.au/  
tradeswomen](http://trainingfund.com.au/tradeswomen)

**Training.gov.au**

[Training.gov.au](http://Training.gov.au)

**Unique Student Identifier (USI)**

[www.usi.gov.au](http://www.usi.gov.au)

**WorldSkills Australia**

[worldskills.org.au](http://worldskills.org.au)

For contact information and websites about  
Leaving School, please see **page 195**



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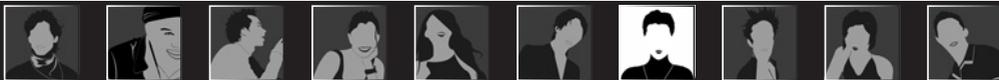
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## LOANS



## NEEDING A LOAN

The first thing to look at when deciding on a loan is whether a fixed rate of interest or a variable rate of interest applies. Fixed interest rates will remain the same for a set period of time. This should be stipulated in the credit contract. Variable interest rates will move up or down depending on the market.

Fixed interest rate loans will give you greater control over your finances because the repayment amount will remain the same for the fixed interest period. However, generally with fixed interest rate loans you will not be allowed to make more than the agreed repayments (pay off the loan quicker), without incurring a penalty. Check with the lender on any conditions that apply.

You can also choose to split the type of interest rate that applies to a loan. This can be done in two ways:

1. when a fixed interest rate applies to the loan for a period of time only and can then be changed to a variable interest rate
2. where part of the amount borrowed attracts a fixed interest rate and the remainder a variable interest rate.

[www.moneystuff.fairtrading.nsw.gov.au](http://www.moneystuff.fairtrading.nsw.gov.au)

## CONSOLIDATION LOANS

Some lenders will offer consolidation loans.

These loans allow you to group together your smaller loans. The advantage of a consolidation loan is that you only have to make one repayment per month. The disadvantage is that you will usually be paying the loan off for a longer period of time.

## PRINCIPAL AND INTEREST

When you use credit you are using someone else's money (the lender's). You will need to pay the amount you borrowed back — this amount is called the principal.

You will also be charged interest by the lender for using their money. The interest rate charged will usually be expressed as a yearly rate (the annual percentage rate), for example 14% p.a.

How do you know what loan is best for you?



- *Financial counsellors can advise you on the kind of loan best suited to your repayment ability and the time you have to pay it back. Ask for advice on fixed and variable rates of interest and consolidation loans.*

*Credit Helpline:*

*Tel: (03) 9602 3800*

*Country: 1800 803 800*

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## MONEY LOANS

### PRINCIPAL AND INTEREST CONTINUED

The total amount that you will need to pay back to the lender (the debt) will depend on the amount you borrowed, the interest rate charged and the length of time that you borrowed the money (the term of the loan).

Lenders will usually calculate interest charges on a daily basis. The interest is calculated by multiplying the debt that you owe each day by the annual percentage rate and then dividing it by 365. These interest charges are usually added to your loan account each month.

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## CREDIT

### WHAT IS CREDIT?

You may want to go on a holiday or buy a new car but you haven't got the cash.

One way to get things you want now is with credit. Credit is the promise to repay, plus interest, money borrowed from another. Examples of credit include housing loans, credit cards, personal loans and store cards.

Credit providers or lenders include banks, credit unions, finance companies and other businesses.

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### SHOPPING FOR CREDIT

Before shopping for credit you should ask the lender or credit providers for the following information:

- The interest rate(s) applicable
- How the interest is calculated and when it is charged
- The amount of fees and charges payable
- Details of any commission.

You can use this information to compare different credit products.

### HINTS ON CHOOSING CREDIT

- Shop around — this can save you money
- Don't automatically take the credit suggested by a sales person. It may not be the best deal for you
- Check out the interest rates offered by different lenders such as banks, credit unions, building societies and other businesses

When do you have to pay interest on your loan?



- *Interest is usually charged every month — check your loan account statement.*

*Credit Helpline:*

*Tel: (03) 9602 3800*

*Country: 1800 803 800*



## MONEY CREDIT

### HINTS ON CHOOSING CREDIT CONTINUED

- Don't fall for low interest rates without checking out the fees and charges. It may work out to be more costly
- Don't sign anything unless you are sure of the credit that is being offered.

A credit contract is a legally enforceable document. Read all the documents carefully and don't be pressured to sign there and then — there is no need to.

### BUDGETING

Managing credit or simply covering expenses is not always easy.

A budget can help you plan for your expenses. It involves adding up your earnings each week (or fortnight or month) and subtracting the amount that you spend on essentials. Examples of essentials are rent, food, phone/electricity/water bills, petrol, fares and loan repayments. The amount of money that is left can be used to buy things that you want or you can save it.

You should include yearly expenses such as car registration and insurance in your budget. You can divide these totals by 52 for the amount to budget for each week (or divide by 26 for the amount to budget each fortnight or by 12 if your budget is calculated on a monthly basis).

### BEFORE YOU SIGN A CREDIT CONTRACT

The law provides that lenders must give you the following written information before you sign a credit contract:

- The credit provider's name
- The amount of credit that is to be provided
  - The annual percentage rate(s)
  - How interest is calculated and when it is charged
- The total amount of interest if the loan is paid within 7 years
  - Any enforcement expenses that may become payable
  - Credit fees and charges
- How you will be informed of changes to the contract
- Any default rate of interest and how this is calculated
  - How often statements will be provided
  - Commission charges
- Any related insurance that is financed under the contract.

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I need some extra money!



- *Credit providers can help you get what you want right away, but read the fine print carefully and be fully aware of all the fees and charges you are up for — on top of the amount you are borrowing.*

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## MONEY

## CREDIT CARDS AND STORE CARDS

## CREDIT CARDS

I need some credit advice!

The biggest danger with credit cards is the temptation to buy things you can't afford and don't need. The secret to smart money management is a budget and a limit on your credit card that you know you can afford.

## WHICH CARD?

Regardless of the financial institution or company you go to, there are basically two types of credit cards available:

- One charging an annual fee but offering an interest free period of up to 55 days – after which interest charges are quite high
- One with no annual fee but interest charged from the date of purchase. The interest rate on this card is usually lower and may suit you if you cannot pay off your credit card debt at the end of each month.

## QUICK TIPS ON CREDIT CARDS

- Ask yourself what kind of scheme will best meet your needs
- Shop around for the lowest rate of interest
- Be aware of financial charges
- Check the fine print and understand all the terms and conditions before you sign up.

## Once you find a card:

- Work out your budget and fix a realistic limit
- Pay bills promptly to keep interest charges to a minimum
- Avoid cash advances. With most schemes you pay interest charges from the date of the advance
- Keep all your receipts to check the charges when your bill arrives
- Protect your card and account numbers to prevent unauthorised use.



- *If you need help with budgeting, calculating your repayment ability or to just get some advice on credit before you sign a contract, you can contact a financial counsellor.*

*Financial counsellors provide free, confidential services and are available through some local neighbourhood centres, church groups and some community legal centres.*

*Credit Helpline:*

*Tel: (03) 9602 3800*

*Country: 1800 803 800*



## MONEY ACCOUNTS

### HANDLING MONEY

There are many different kinds of accounts available to you, from basic savings accounts that earn interest to transaction accounts with keycards for ATM access.

Many accounts incur fees, which are generally charged monthly. Since all banks and their accounts differ, it is a good idea to shop around for the most appropriate account type and 'deal' for you. You can contact a bank by phone or the Internet to find out about the accounts and fees they offer. Most banks cater for their younger customers with accounts suited to younger people's needs.

### OPENING AN ACCOUNT

To open any new account the bank will require several important details from you. Apart from details like your name, address and your occupation, you'll need to supply the following information:

- The name you wish the account to be in
- Whether the account will be held in trust (if so, other details may be required)
- The name and residential address of all people who will operate the account (signatories)
- Any other name that you or the account's other signatories may be known by (such as a stage name or maiden name).

If this is your first account with your chosen bank:

As part of the Financial Transaction Reports Act (FTRA), it's required that everyone who opens an account, along with all signatories to the account, must be identified, so if you're opening an account for the first time this applies to you. You can meet the identification requirements by either:

- a) providing certain identity documents — the 100 points identification system; or see the next section on proving your identity.
- b) providing a reference from an acceptable referee. See next page for section on 'Acceptable references'.



- *Credit cards can be very useful but they have their drawbacks — you can be tempted into making more impulse purchases and spending beyond your means.*

*If you are very disciplined in your spending and pay back what you've spent on the credit card within the credit period, then they can work well for you.*

[www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)  
1300 55 81 81

**Credit Helpline:**

**Tel:** (03) 9602 3800

**Country:** 1800 803 800

[www.smarthandbooks.com.au](http://www.smarthandbooks.com.au)



## MONEY ACCOUNTS

### PROVING YOUR IDENTITY

How can you open a bank account?



- You can open a bank account in your name over the phone, on the Internet or by visiting your local branch.

#### a) *The 100 points identification system (FTRA).*

The Commonwealth Government has allocated a 'points value' to each form of identification, ranging from 25 to 100 points. To open a bank account, you need to provide a total of at least 100 points of identification for you and any other signatories.

Acceptable forms of identification that you may possess include the following:

(Remember, you only need to bring documentation totalling 100 points or more.)

The 100 points identification system (FTRA).

**100 pts** Centrelink personalised letter

**100 pts** Acceptable reference

OR

**70 pts** Passport, full birth certificate, citizenship certificate

*PLUS any of the acceptable forms of identification listed below:*

**40 pts** Driver's Licence/Permit (Australian)

– must have your signature and/or photo

**40 pts** Identification card issued to a student at university or TAFE

**40 pts** Pensioner Concession Card or Health Care Card issued by Centrelink

**25 pts** Current credit card or ATM access card from any financial institution (more than one can be used if issued by different financial institutions)

**25 pts** Store card, Medicare Card, Keypass photo identification card, passbook from any financial institution containing a black light signature (more than one can be used if issued by different financial institutions).

#### b) *Acceptable references*

The Commonwealth Government has an **approved list of acceptable referees** who you can use to verify your identity when opening an account. Some examples are a medical doctor, Justice of the Peace, Member of Parliament, solicitor or bank manager.



## MONEY ACCOUNTS

### PROVING YOUR IDENTITY CONTINUED

Your referee must have known you for at least 12 months and have sighted your passport, birth certificate or citizenship certificate. Their reference must be in writing on the correct, specified form. (Your bank will provide you with this.)

#### **IF YOU ARE UNDER 18 OR A SPECIAL CASE**

If you do not have enough identification to make 100 points your bank will usually have special identification provisions for:

##### *People under the age of 18*

A letter from an educational institution, written on its letterhead and signed by the Principal or Deputy, confirming you attend the institution. The letter must include:

- your name and date of birth; OR
- a travel document (e.g. passport); OR
- a birth certificate; OR
- a citizenship certificate.

##### *People who have arrived in Australia within six weeks of their application*

A passport showing the date of your arrival, and evidence of arrival (e.g. airline ticket).

##### *Aborigines or Torres Strait Islanders in isolated areas*

A recognised community leader can verify a signatory (two verifications are required to make up 100 points).  
Certain people who receive Centrelink benefits.

A letter on Centrelink letterhead and addressed to the Manager of the branch where you want to open your account should be provided to your bank. It should be signed by the recipient of the letter and the Manager or Deputy of the Centrelink customer service centre, and dated less than 3 months prior to when it is used.

Any tips on proving your 100 points.



- *A passport and full birth certificate plus a driver's licence is an easy way to make up 100 points of identification that suits most people.*
- *If you need help working out what identification to bring, just ask your bank, Telephone Banking or branch staff.*
- *You'll only need to go through the 100 points of identification procedure with your bank once.*



## MONEY

## BUDGETING

## IF YOU GET INTO HOT WATER

I need some  
credit advice!

## Take action:

- Discuss the situation with family and friends
- Speak to your credit card provider and see what you can negotiate
- Seek advice.

Credit needs some **BRAVE** steps:

**B**udget for your repayments

**R**esearch the deals and charges

**A**void the “impulse buys”

**V**alue your freedom – fix a realistic limit for your card

**E**very credit charge is a debt – try alternatives to credit.

## BEGIN WITH A BUDGET

If you're moving out or staying at home you may have to start paying some new bills including rent or board, electricity, phone, mobile phone and gas, to name just a few. If you have a car there could be more.

Budgeting to pay these bills is not as easy as it sounds, especially if you are only relying on income from part-time work, Youth Allowance or Abstudy. Keep track of your budget so you can make sure you have the money to not only pay the bills when they arrive, but also have money on hand for the unexpected.

*First, look at how much you really spend each week and then work out how much you have coming in.* Write down and add up how much you spend each day, week, month or quarter on:

- Your home – rent, board, gas, electricity telephone, insurance
- Food and clothes – don't forget take-away meals and any clothes you buy for work
- Travel – list the costs of running a vehicle (insurance, rego, petrol, service costs) or any public transport costs
- Financial commitments – include the repayments you should be making on any loans or credit cards
- Entertainment, videos, movies, restaurants, cafes etc



- *If you need help with budgeting, calculating your repayment ability or to just get some advice on credit before you sign a contract, you can contact a financial counsellor. Financial counsellors provide free confidential services and are available through some local neighbourhood centres, church groups and some community legal centres.*

**Credit Helpline:**

**Tel:** (03) 9602 3800

**Country:** 1800 803 800



MONEY

## BUDGETING

BEGIN WITH A BUDGET CONTINUED ...

- Other things – cigarettes, alcohol, study fees, CDs, magazines, gifts etc.  
Don't forget regular occasional items like haircuts or video rental. And do you have any pets? A mobile phone? Do you buy scratch-its or lotto?

Be honest! This can only help you make it as complete as possible.

Now add up all the money you have coming in:

- Wages – include any money from casual work you do
- Government assistance – Youth Allowance or Abstudy
  - Student loans
- Share dividends, interest from term deposits etc.

If your outgoing is more than your income, you will need to work out how you can get more money coming in than going out and where. You may have to make some sacrifices.

Look carefully at all the things you buy that are not strictly necessary and find ways to spend less. You might be able to get more money coming in too, either regularly or a one-off.

By keeping your income higher than your spending, you'll have enough money to not only pay the bills, but to also put some aside. It's a good idea, especially when you're faced with the unexpected, like your fridge blowing up or your car breaking down.

If the borrower does not do what they promised to do in the credit contract (i.e. not repaying the debt), this is called 'a default'. A lender must give a borrower written notice before they take legal action if the borrower defaults. This notice is called a 'default notice'.

*The types of legal action that lenders can take include:*

- Repossessing the mortgaged property
- Applying to the Court for it to decide how much the borrower owes the lender (this is called a judgment).

The default notice must set out what you, the borrower, have not done and what you must do for the lender not to take legal action.

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What if you need help with budgeting?



- *If you need help with budgeting, calculating your repayment ability or to just get some advice on credit before you sign a contract, you can contact a financial counsellor. Financial counsellors provide free confidential services and are available through some local neighbourhood centres, church groups and some community legal centres.*

For contact information and websites about Money, please see **page 195**

*Credit Helpline:*

*Tel: (03) 9602 3800*

*Country: 1800 803 800*

[www.smarthandbooks.com.au](http://www.smarthandbooks.com.au)



# Hunkey Dory

## Fish & Chips

*Our aim is to be the best at what we do. We take pride in preparing and cooking fresh, tasty and healthy meals made to order. Our mouth watering seafood is delicious and tasty incorporating unique marinades and sauces that will keep you coming back. Our menu provides many healthy options such as simply grilled fish and wholesome salads to create a perfectly balanced meal.*

Ph: 03 9802 3074 • [www.hunkeydory.com.au](http://www.hunkeydory.com.au) • Find us on Facebook

*A Community Minded Business, Proudly Supporting Our Local Kids*



Office Number:  
**1300 769 856**

[www.taylorm.com.au](http://www.taylorm.com.au)

Find us on Facebook

We at **TaylorM Security** are big believers that one model or design doesn't suit all clients. We customise plans to suit each clients specific requirements and budget. What works at one client doesn't necessarily work for another. At TaylorM Security we listen to what the client wants not what they want to hear. Proactive not re-active.

No issue or concern is too small to address.

An active member of our community supporting Streetsmart  
Helping support the PCYC, Families and the Youth in the Local Community

## MOVING OUT



## LEAVING HOME



## LIVING AWAY FROM HOME

*Consider carefully:*

- Talk problems over with members of your household
- Talk with family or friends (if you don't live with them)
  - Talk to your welfare co-ordinator or your youth service/counsellor
- You may just need to spend time away from home to think over problems.

Try not to make any quick decisions and think **carefully before moving out.**

Also consider your legal rights and responsibilities before you move anywhere. It is important to seek advice on your rights in different housing situations and also to be aware of your responsibilities.



## LIVING INDEPENDENTLY, FLAT/HOUSE

This is generally the most expensive option. Usually it involves signing a lease or tenancy agreement. Get advice before you sign a lease if you don't know your obligations or legal rights as a tenant.

Normally you will have to pay a month's rent in advance and probably a security deposit or bond (usually equal to 1 month's rent). You will need furniture, utensils and an ongoing budget. You will need to connect gas, electricity, water, and telephone accounts in your name.

*Where to look*

- Wednesday and Saturday's **Age** are the best papers, also check other daily and local papers. Look under 'Houses to Let' and 'Flats Vacant'.
- Check real estate agents in the area you are looking in. A good tip is to be well dressed when seeing agents. You might need to take \$70-\$100 security deposit if you want to take a key from the real estate agent to view a property. This is refundable when you return the key.

- *Even if there are problems where you are living, moving out can be an expensive decision and may not be the best solution.*

CONSUMER  
AFFAIRS  
INNER EAST

1030 Whitehorse Road  
Box Hill, 3128  
(03) 9898 3416



Consumer Affairs  
Inner East

(03) 9898 3416



## MOVING OUT HOUSING

### CHOOSING SHARED HOUSING

You might move in with some friends or with people you don't know. Look under the 'Share' column in the 'House to Rent' section of Saturday or Wednesday's *Age*. Another option is to look at housing boards at colleges and universities, also the local newspapers, Internet or cafes.

**Shared houses all have their own 'rules' so you need to ask a lot of questions.** Generally you need to pay 1 month's rent in advance plus a bond. Most shared houses split the gas and electricity bills equally between everyone in the house.

Think about how you will get on sharing a house with other people. How many people do you want to share with? Usually the more people you share with the less expensive it will be.

When you share a house with others you will have to live with each other's temperaments and moods. It is advisable to live with people who have similar interests and have similar standards: check their attitude to health, food, music, friends, finances and pets.

Most households choose to buy their food together: this has many advantages — the food belongs to everyone so you can avoid quarrels over people eating someone else's food — it gives the house more buying power (e.g. you can buy in bulk and save), household meals can be cooked and shared (this makes the house more communal).

Some reasons why you may decide to buy food individually are:

- You all keep very different hours
- You have very different tastes in food
- You simply want separate food.

Before you move into a 'share' situation, it is very helpful to speak to someone who can tell you all about it. Share arrangements can often break down so getting advice before setting up is a good idea.

Contact: Consumer Affairs Inner East located at  
1030 Whitehorse Road, Box Hill. Phone (03) 9898 3416.



- *In a 'shared house' all the work has to be shared.*



Consumer Affairs  
Inner East

(03) 9898 3416



## MOVING OUT HOUSING

### PRIVATE BOARD

Private board is living with a family in their home. Sometimes people who have a spare room in their house rent it out to someone they think will fit in with their way of life.

To find private board you can:

- Look in local and daily papers,
- Put an advertisement in the local paper.

If you are looking at a possible private board house it is important to ask questions like:

- How much will it cost per week?
- Can I use house equipment to clean?
- Can I use all facilities in the house, i.e. phone, TV, cooking, laundry?
  - Is the room furnished?
    - Can I have visitors?
      - Can I park a car?
    - Do I have my own room?
  - Can I have someone stay over?

Most of all — find out what they expect of you before you move in.

### ROOMING HOUSES

These are generally very large with 6 to 30 or more rooms for rent. **The rooms usually have basic furniture, e.g. bed and wardrobe.** Tenants share common facilities, e.g. lounge-room, kitchen, bathroom, laundry. You still have to buy and prepare your own food as well as pay rent.

- Advantage — rent usually one week at a time and you may not have to pay a bond, but if you do it can't be more than 2 weeks rent.
- Disadvantage — can be lonely.

Love  
this  
loud  
music!!



- *Remember in private board you have to fit in with the other people in the house.*



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## MOVING OUT HOUSING

### BOARDING HOUSES

Boarding houses generally provide individual bedrooms (with basic furniture) and shared lounge-rooms, bathroom, laundry. They usually provide two meals per day.

- Advantage — rent usually one week at a time and you may not have to pay a bond, but if you do it can't be more than two weeks rent. Private hotels usually operate the same way as boarding houses.

#### *Student Housing*

If you are a tertiary student you will have access to a few more alternatives for accommodation. Contact your place of study for their accommodation lists.

#### *Youth Housing*

In the Inner East area there are a number of properties managed by Transitional Housing Managers. They offer accommodation to people with housing and support needs. Rent is generally equal to 25% of your income plus a utility charge (to cover bills such as gas and electricity). Most youth housing is shared, support is provided by youth support workers in community organisations.

#### *Applying for a house or flat*

When you decide to rent a property you will be asked to fill out an application form by the agent. There are many costs involved in setting up a house or flat. Some of these costs are:

Rent — is usually paid by the month and in advance  
Security deposit or bond — you are generally required to pay a bond, which is usually equal to 1 month's rent. If the property is not clean, if the property is damaged or the rent is not up to date the bond will not be returned.

## SETTING UP A PLACE

### THINGS TO DO WHEN MOVING IN

The utilities service providers need to be contacted a few days before moving in.

**Electricity** – find out which power company operates in your area. The local council may know or ask a neighbour. You will need to phone them to have the power connected.

Wearing  
any gear  
is O.K.,  
it won't  
matter  
anyway



- Remember, when seeing an agent, look the part and dress smart.



## MOVING OUT SETTING UP A PLACE

THINGS TO DO WHEN MOVING IN CONTINUED ...

**Telephone** – it's your choice which communications company you connect with: Telstra, Optus, Orange etc. Phone each and see what their special offers are.

**Gas** – find out if you have any gas appliances for heating, cooking or hot water. The gas provider in your area can be found by phoning your local council or asking a neighbour.

**Water** – find out if you have a separate water meter or a shared meter. You can ask your agent or the water authority. Flats and dual occupancy units/houses may still have shared water meters. If the meter is shared between two separate flats, units or other dwelling e.g. house and bungalow, the tenants are not responsible to pay for water or sewer charges.

You can pay for water consumption and sewerage disposal if you are separately metered. Remember, ask the water authority if you are unsure.

**Change of Address** – you will need to notify friends, business contacts and authorities, e.g. Centrelink, of your new address. You can arrange for the post office to redirect your mail if you can't rely on someone at your old address to send it on to you. You will have to pay for mail re-direction.

### Furniture and utensils

If you don't have furniture consider second-hand shops, markets, op shops, and the *Trading Post*. Eastern Emergency Relief may assist with furniture items, referral is required through a support agency.

- Rent • Electricity • Gas • Telephone
- Food • Water • Petrol/Public transport

The utility companies offer an easy-way payment system where you are able to pay on a fortnightly basis.

### Rental payments if sharing, options are:

1. One person collects rent from other members and pays agent
2. Everyone pays into a 'rent' bank account
3. Individuals pay their rent money directly to agent
4. Everyone takes a turn at collecting rent and paying the agent.

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*Candles don't last very long these days!*



- *Don't live in the dark!  
It's your responsibility to get services connected.*



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Inner East

**(03) 9898 3416**

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## MOVING OUT

## TENANT INFORMATION

## YES, YOU HAVE TO PAY A BOND

Once you have paid the bond for a rental property, the landlord or agent must lodge this with the Residential Tenancies Bond Authority (RTBA) within the next five business days.

Both you and the landlord or agent must complete a Bond Lodgement form which the landlord or agent then forwards to the RTBA with the bond money. (Note: The forms are printed in special drop-out coloured links to allow the forms to be scanned directly into the RTBA's database. The use of these drop-out coloured links makes it impossible to supply these particular forms online.)

CONTACT  
INFORMATION:CONSUMER  
AFFAIRS  
VICTORIA

Level 2,  
452 Flinders Street  
Melbourne 3000  
Consumer Affairs  
Helpline:  
1300 55 81 81

***The Maximum Bond***

The bond must not exceed one month's rent if the weekly rent is \$350 or less. This does not apply if you have just rented the landlord's home until he or she returns to it and the tenancy agreement states this.

***Guarantees***

The landlord or agent cannot ask you for a guarantee as well as a bond, unless:

- The rent is more than \$350 a week; or
- You have just rented the landlord's home until the landlord returns to it and the tenancy agreement states this.

If neither of the above conditions apply, and you have paid or been asked to pay a bond as well as a guarantee, this guarantee is unenforceable. If the landlord or agent has accepted a guarantee with no bond, the guarantee is only enforceable to the value of one month's rent.

***Lodging a Bond***

You must:

1. Pay the bond to your landlord or agent;
2. Complete and sign the bond lodgement form and retain the yellow copy as your interim receipt; then
3. Ensure you receive the RTBA receipt, which allows you to reclaim your bond.



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## MOVING OUT

### TENANT INFORMATION

YES, YOU HAVE TO PAY A BOND CONTINUED ...

#### Problems

**Q:** I filled in the form and paid my bond, but haven't received a receipt.

**A:** The RTBA must send both the tenant and the landlord or agent a receipt within seven days of bond lodgement. Contact RTBA if you have not received a receipt 14 days after paying the bond. If necessary, a new receipt can be generated.

**Q:** I paid a bond but didn't complete a lodgement form.

- A:** Contact the RTBA and ask for a lodgement form. Fill in:
- Your name and contact details;
  - The bond amount and date paid;
  - The rental property's address; and
  - The name of the landlord or agent who received the bond.

Give the form to your landlord or agent and request the bond be lodged with the RTBA.

If you do not receive a RTBA receipt within 14 days of providing the form to the landlord or agent, contact RTBA and provide all the above details.

### CHANGE OF TENANTS

If the tenancy is continuing but one or more tenants are leaving the property, the entire bond must remain lodged. Departing tenants should complete a Bond Transfer form with continuing and incoming tenants, and the landlord or agent. Arrange the refund of your share of the bond directly with the continuing or incoming tenants.

The landlord or agent must complete and sign the transfer form to consent to the transfer of the tenancy. A bond or loan from the Director of Housing cannot be transferred.

#### Contacts

- **Lodgements, Claims, and Transfer Form Submissions**  
Residential Tenancies Bond Authority  
Locked Bag No. 3040  
GPO Melbourne Vic 3001  
Dx: DX 212291, Port Melbourne

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Can the landlord charge what he likes for a bond?



- *The bond must not exceed one month's rent if the weekly rent is \$350 or less.*



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## MOVING OUT

## TENANT INFORMATION

## CHANGE OF TENANTS CONTINUED ...

We love the flat and life is sweet!



- Remember, community groups are there to help. It's free, so use them.

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INNER EAST  
IS FUNDED BY  
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AFFAIRS, VICTORIA.

1030 Whitehorse road,  
Box Hill, 3128.  
(03) 9898 3416



Consumer Affairs  
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(03) 9898 3416

www.smarthandbooks.com.au

### Contacts

- **Lodgement, Claim, and Transfer Enquiries**

Telephone: 1300 137 164 or (03) 9627 6143

- **Feedback and Complaints**

Residential Tenancies Bond Authority

GPO Box 123A

Melbourne Vic 3001

Telephone: 1300 137 164, or (03) 9627 6143

Fax: (03) 9627 6277

Email: [rtba@justice.vic.gov.au](mailto:rtba@justice.vic.gov.au)

[www.rtba.vic.gov.au](http://www.rtba.vic.gov.au)

## TENANT INFORMATION SERVICES AND WHAT THEY DO

Consumer Affairs Inner East is for all people living or working in the Monash, Manningham, Whitehorse and Boroondara regions.

This is a free and confidential service funded by Consumer Affairs Victoria. Telephone and on-site interpreters are available on request.

### Tenant Information Services:

- Provide free advice on the Residential Tenancies Act 1997 and the Rooming House & Caravan Park Provisions
- Provide free advice on all Residential Tenancy Act 1997 queries
- Provide free prescribed forms relating to before, during and after a tenancy
- Advise on how to negotiate disputes between tenant, landlord or agent
- Advise landlords of their rights and duties on behalf of tenant or agent
- Conciliate between Tenant, Landlord or Agent
- Advise on Victorian Civil and Administrative Tribunal processes and past outcomes of cases
- Help with bonds – how to lodge, transfer and claim
- Help with how to handle repairs correctly – urgent or non-urgent
- Advise on rent increases – how often, when does a CBAV inspector become involved



MOVING OUT  
TENANT INFORMATION

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TENANT INFORMATION SERVICES CONTINUED ...

- Assignment and sub-letting
- Advise on privacy — how often is too often when inspecting, what arrangement is best
  - Advise on pets
  - Advise on compensation
  - Advise on utility charges
- Advise on breach of duty notices
  - Advise on eviction.

For contact information and websites about  
Moving Out, please see **page 195**



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**Australian Government**  
**Department of Defence**

# UNEXPLODED ORDNANCE (UXO)

## A QUICK TEST (WITH ANSWERS)

Q1. What are these?



Answer: (a) Cricket Ball; (b) Baseball; (c) Grenade

Q2. Which one is not to be played with?

Answer: C (Grenade)

Q3. Why?

Answer: A and B are used to play sport and to have fun, C the grenade and other UXO are used to injure and kill people and must never be played with. Even very old UXO are still dangerous. Australian children playing with UXO have been killed or injured so badly their lives were ruined.



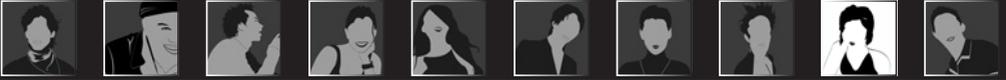
Q4. These are all UXO. What should you do if you find something that may be a UXO.

Answer: If you find something that may be a UXO, **DO NOT DISTURB IT**, tell your parents, teachers or police. Police will arrange for military experts to attend and dispose of it.

Q5. Where can you get more information on UXO in Australia?

Answer: From the internet at [defence.gov.au/uxo](http://defence.gov.au/uxo).

**Results: Congratulations you aced it there were no wrong answers. UXO should not cause you any problems.**



## SCHOOLIES



### BE SAFE AND WATCH YOUR MATES

Don't go it alone. Watching your mates, and making sure they're safe, is the best way to have a great time at Schoolies.

Here are some handy tips to help make your Schoolies' memories good ones.

- Stick together. Always go out with at least one other person you know and make sure your friends know who you want them to call in an emergency.
- Be aware of your surroundings. If you sense danger from someone or some place, trust your instincts and leave immediately.
- If someone pays you unwanted attention, move to another area or get help from a friend, volunteer, security guard or police officer.
- If a friend is acting strangely, or unable to control themselves because they have drunk too much or they may have been drugged, seek immediate medical attention. Never leave them alone or with a stranger.
  - It's OK to walk away from a confrontation. You have a choice.

Avoid violence or risk serious physical, emotional and criminal consequences.

Remember, one punch can kill. So be smart and support people who don't fight!

- No means no! Unwanted or forced sexual behaviour is a crime.
- You don't need to drink or take drugs to have fun. If you do drink, give your body a break — enjoy some alcohol-free days and make every second drink a non-alcoholic one.
- Expensive fines apply for underage drinking, drinking in a public place and for possession and supply of alcohol to minors. You may also be fined for possession of a fake ID. Don't risk it — it could cost you thousands.
- Drink-spiking can happen anywhere, including quiet premises and private parties. Chances are you won't see or smell any difference. Buy your own drink and never leave it unattended. Report any incidents of drink-spiking to the police.
  - If you think a friend may have had their drink spiked, seek immediate medical attention. Do not leave them alone or with a stranger. If you are alone, a volunteer or ambulance officer can help.
- It is illegal to possess or consume drugs. In Queensland, 17 year olds have their drug offences determined in the adult court system.

No one will know  
I'm not 18 yet.



- *Make it your business to know the facts about underage drinking. Not only will a fine hurt your hip pocket but a drug or alcohol related conviction could affect your employability and ability to travel overseas in future.*



Queensland  
Government



## PROTECTING YOURSELF SCHOOLIES

### CALL TRIPLE ZERO (000) IN AN EMERGENCY

If you need urgent help from the police, ambulance or fire brigade CALL triple zero (000). Ambulance officers will not notify police unless they are prevented from performing their duties or a crime is being committed. If you need both an ambulance AND the police make sure you tell the operator this before you hang up, or call triple zero (000) again and ask for the services you need.

### PROTECT YOUR PRIVACY

Any personal information shared online via social networking websites can affect your safety and even your future job prospects. Set your profiles to private or friends only and only accept friend requests from people you know and trust.

If you receive a sexually suggestive or explicit photo do not send it to anyone else. Posting or emailing inappropriate images of other people, particularly those under 18, is a criminal offence. You could face child pornography charges if the photograph or footage is of someone under the age of 18.

What about the  
danger of drink  
spiking?



- *Be conscious that drink spiking could happen and take precautions: buy your own drinks and never leave your drink unattended. If you notice one of your friends is unwell, get medical help immediately.*



## PROTECTING YOURSELF SCHOOLIES

# 165



### ACCOMMODATION

If you're travelling with friends for the first time, there are a few things you need to know about booking accommodation.

- It's a good idea to discuss costs and house rules, and make sure everyone in your group agrees before you leave home.
  - A **security bond** is money you pay (in addition to your accommodation costs) as insurance against any damage caused to the accommodation (room, furniture or fittings). If there is no damage, the bond is returned to you after your stay.
- Read your responsibilities under the booking terms and conditions, house rules and accommodation agreement.
- Inspect the accommodation carefully when you arrive and report any damage immediately so that you can't be blamed for it later. Take photos of any damage so you have proof as to what state the items/ accommodation was in before your stay.

Check out [www.schoolies.qld.gov.au](http://www.schoolies.qld.gov.au) for more useful information on how to have a safe Schoolies.

No one will know if we have people over.



- *Make it your business to know the house rules at your accommodation. Some house rules say that you cannot have any visitors. If you breach the rules you may be evicted and your Schoolies experience could be ruined.*





## PROTECTING YOURSELF OUT AND ABOUT

### SAFETY IN THE SOCIAL SCENE

Is it safe to go out at night?



- *For many people, attending cafes, nightclubs, bars and other public venues is a regular part of their social routine. By considering a number of simple personal safety strategies, these outings can be both enjoyable and safe.*

#### **Before you go:**

- Decide what you need to take, and leave everything else behind. Don't take lots of credit cards and only take the money you expect to spend.
- Keep everything you need to take in a safe place – don't carry your mobile or wallet loose.
- If you're meeting friends at a club later, tell them where you're going first and what time you expect to meet up with them.
- Save the number of a reputable taxi service on your mobile, or keep their card or number written down in your wallet and know how much it'll cost to get back home.
- Before going out, plan how you are to get home (which may include the use of cabs, not accepting a lift with someone who has been drinking and letting others know when you are leaving, what time you will get home and a text message that all is OK when you arrive home).

#### **At the venue:**

- Remember that alcohol and drugs can make you lose control. Watch the number of drinks you have – know your limit.
- Try not to leave your glass unattended, this will prevent your drink being spiked. When drinking out of a bottle, keep it always in sight.
- Your body can't handle too many different chemicals and could react badly to mixing different types of alcohol or drugs.
- Clubs provide water and chill-out areas – use them. When drinking alcohol your body gets dehydrated and needs water to help wash out the toxins. It's a good idea to drink water, a little and often.
- It is a criminal offence to possess or use ecstasy (E or MDMA). If you have taken E, make sure you drink cola or orange juice as well as water. Avoid diet drinks, as some artificial sweeteners react badly with MDMA.



## PROTECTING YOURSELF OUT AND ABOUT

### SAFETY IN THE SOCIAL SCENE CONTINUED

#### *Leaving the venue:*

- Don't accept a lift from anyone you don't know or if you know he or she has been drinking.
- It's best to either phone for a taxi and meet in a busy populated area, or go to the nearest taxi rank. Trying to hail a taxi is far riskier.
  - All taxis, including those that you pre-book, have to be registered. They display their registration number on the inside and outside of the cab. If you take an unregistered taxi you are getting into the car of someone who hasn't been vetted and you have no way of being able to identify them. It's safer to go with a licensed taxi.
- When you've got home safely, send a text message or call one of your friends to let them know you're OK.
  - Never hitchhike, whether alone or with a friend.

#### *Avoiding trouble:*

- People always feel more confident when they are part of a group and after they've had a few drinks. This can often lead to a false sense of security and aggression or conflict among people who otherwise are perfectly harmless.
- If you are hassled or feel threatened by someone, then it's often best just to move rather than attempt to argue. Move as far away as you can: stay near the bar or security staff. There is no shame in retreating from a possible violent situation.
- Practice saying 'NO' assertively. Don't involve anyone else: 'I've got a cold coming on. I feel awful. I want to go home as soon as possible'.
  - If a friend looks like they might be about to get into a fight, attempt to talk them out of it. Ignore the other party or their friends and simply concentrate on reasoning with your mate. Stand behind or to one side of them; never get between the two parties. Again, there is no shame in walking away from circumstances where you, your friend or others may be hurt, seriously injured or worse.
- Don't argue with the security staff – they may ask you to leave at the first sign of trouble. Crowd controllers have to be registered. If there is an issue then take their controller's number then later you can take up the issue with the venue management. It's much better to accept what they say and either leave or just calm down.

I hate it when my friend has too much to drink!



- *If you are out with a friend who has had too much to drink, remember that their reasoning and sense of self-preservation are impaired. It may be up to you to look out for their safety.*



## PROTECTING YOURSELF

### SAFETY TIPS

#### SAFETY IN THE SOCIAL SCENE CONTINUED

How do you  
sober up?



- *Whether it's alcohol or drugs that are affecting you, it's important to remember that only time can sober you up. Food, coffee, a cold shower, fresh air, vomiting etc. do not work.*

#### *Alcohol*

Your judgement, physical responses and awareness of surroundings are all affected by drinking alcohol and/or using drugs. This reduces your instinct of self-preservation and ability to control and react to situations.

- If someone gives you drugs or alcohol without your knowledge, often by simply giving you drinks that are much stronger than you expect, and, as a result, you are not capable of freely consenting to sexual activity, this is an offence.
- Alcohol and other drug facilitated sexual assault is often planned crime and regardless of what you may have voluntarily taken or had to drink, it is not your fault. There are laws to protect you and services that can provide support and information about your rights and options.
- It is common for victims of drug-facilitated sexual assault to have unclear, or only partial, recollections of what happened to them. As a result, victims are not always confident about reporting the suspected incident to the police. It is advisable that victims report these incidents regardless of how much they can remember. Police may discover other evidence to identify the offender.

#### *If you think your drink has been spiked*

People have been known to use recreational or prescription drugs to render someone unconscious in order to sexually assault them.

#### *Tips for avoiding spiked drinks*

Taking a few simple precautions may reduce the likelihood of you having your drink spiked:

- Avoid leaving drinks unattended – if you leave your table to dance or talk and no-one's keeping an eye on your drink then discard it.
- Know what you are drinking.
- Buy your own drinks.
- If you are given a drink, make sure it is from an unopened container.
- Order and watch bar staff make your drink.
- If someone offers to buy you a drink, go up to the bar with them and accept the drink there.
- Do not drink from a container that is being passed around or one that's used for mixed drinks such as punch.



## PROTECTING YOURSELF SAFETY TIPS

### SAFETY IN THE SOCIAL SCENE CONT ...

- Remember that soft drinks, tea, coffee and hot chocolate can also be spiked
  - Look out for your friends; keep an eye on their drinks. If you think their drink has been spiked, get them out of the situation as fast as possible
  - If you feel unwell, extremely drunk or sleepy after only one or two drinks, get help straight away. You do not have much time.
- Ask a trusted friend for help. Failing that, go straight to the hotel security staff and ask them to get you urgent medical attention.
- Wherever possible do not accept help from strangers or people you would not normally trust.

#### *If you have, or think you may have, been sexually assaulted:*

- You will probably be suffering from trauma and should seek medical attention and support, even if you do not want to report the attack to the police. Your local Centre Against Sexual Assault can provide free confidential services, such as counselling and advice about medical and legal options.
- Don't be scared to report the incident to the police, even if you are a recreational drug user, or have few or no memories of the attack. The sooner it is reported, the greater the likelihood of the offender being brought to justice.
  - Most drugs leave the body in less than 72 hours. If you are concerned and want to be tested for the possibility of drugs in your system then go to your nearest hospital for a medical examination.
- If your clothes or belongings have vomit on them, it may contain whatever drug was used, and should be kept as evidence.

For more details contact:

#### **Sexual Assault Crisis Line**

1800 806 292 (24 Hours/7 Days)



- *Police would like to warn people to take care when they are out having a good time in nightclubs and pubs, and to keep an eye on their drinks. There are recent reports of drugs being slipped into drinks, causing people to become ill and suffer memory loss.*

IF YOU KNOW  
ANYTHING ABOUT  
DRINK SPIKING  
OR ANY OTHER  
CRIMINAL ACTIVITY  
PLEASE RING  
CRIME STOPPERS:  
1800 333 000



## PROTECTING YOURSELF

### SAFETY TIPS

#### SAFETY IN THE SOCIAL SCENE CONT ...

How can I tell if my drink has been spiked?



- *If you start to feel very drunk in an unusually short time having only had one or two drinks, your drink may have been spiked. Tell your friend(s), security staff or the bar manager quickly – waiting even a few minutes may put your health at risk.*

#### **Drugs**

Mixing alcohol and other drugs (whether they are prescription or non-prescription) is a dangerous combination. Possible side effects include loss of coordination, inability to concentrate, loss of inhibitions, amnesia, ulcers, coma and death.

As with alcohol, other drugs can also cause a wide range of responses, depending on the type of drug being used, e.g. sedative, analgesics, benzodiazepines etc.

#### **Being followed**

If you believe you are being followed on foot, then be prepared to carry out a personal safety plan. This may mean going to the nearest populated place, such as a police station, shop, service station, hotel or even an occupied house. You may choose to confirm your suspicions by crossing the road or changing direction. If the person really is following you, call the police as soon as you get to a safe place.

If a car approaches you and you are threatened, back away and run in the opposite direction. This will gain you vital seconds and make it more difficult for the car to follow. If you can, make a note of the registration number and description of the car, driver and any passengers. Do whatever you believe will best preserve your safety and try to keep to well-lit and populated areas.

#### **Persistent unwanted admirer**

If you are in a nightclub and someone is paying you unwanted attention, be assertive in telling them to leave you alone. If they take no notice, there are a few things you can do:

- **Embarrassment:** draw attention to your admirer's unwanted behaviour by telling them in an overly loud voice to leave you alone and that you are not interested in them. Speak loudly enough for everyone around you to hear.
- **Relocation:** move to another area or join a group of people.
- **Assistance:** if he or she remains persistent, bring their behaviour to the attention of a friend or someone in authority, for example a bar manager or security person, to get their help to stop the unwanted behaviour.



## PROTECTING YOURSELF

### TEN CORE CONCEPTS OF PERSONAL SAFETY

#### TEN CORE CONCEPTS OF PERSONAL SAFETY

#### *1. The right to safety*

It is important to be aware of and exercise your right to safety. Unfortunately, it is not a perfect world and your personal safety may be threatened. It's a good idea to follow safety strategies so you are able to deal with this possibility.

It is also important that you acknowledge and respect that all people have the right to safety.

#### *2. Keep fear of violence in perspective*

Many people have a fear of violent crime that is wildly disproportionate to its reality. This fear often results in unnecessary limitations being placed on their lifestyle. Education is the key to putting this fear into perspective. If you know the trends associated with personal violence offences, such as how often, when, where they occur and by whom, you can work out how likely it is that you could become a victim, and in what circumstances.

If you follow practical safety strategies you can significantly minimise these risks.

In this way, preventative strategies are based on the actual risk, rather than restricting your lifestyle based on an exaggerated fear.

#### *3. Commitment*

Being committed to your personal safety is fundamental to maintaining it. Many people have a strong commitment to keeping their loved ones safe, and are willing to do anything to protect them, but don't have the same level of commitment to their own safety. Value yourself and keep yourself safe, by making safety strategies a part of your lifestyle.

#### *4. Confidence*

Confidence is a valuable tool in all you do. In the context of personal safety, having and displaying confidence plays a vital role.

A confident person is more likely to identify and implement preventative safety strategies; have faith in their own abilities; and take action if their personal safety is threatened. A person without confidence tends to be too scared to go out, diminishing their quality of life.

Having confidence is a source of power. And remember – if you don't feel confident in any situation, fake it! Visual imagery is a technique you can use to help you act sensibly under pressure: imagine yourself in a situation where you're using safety strategies successfully.

*I think I'm being followed, what should I do?*



- *If someone appears to be following you, don't confront them – just get yourself to the nearest public place, as quickly as possible.*



## PROTECTING YOURSELF

### TEN CORE CONCEPTS OF PERSONAL SAFETY

#### TEN CORE CONCEPTS OF PERSONAL SAFETY CONT ...

*I'm off to a party that's gonna be wild!*



- *If you're going partying, it's important that you know how to look after yourself and your mates and how to stay safe.*

#### 5. *Body language*

Body language is a powerful tool that you can use to your advantage. By appearing confident and comfortable in your surroundings, you decrease your attractiveness to potential offenders.

Strong, confident body language includes standing tall with your head up, shoulders back and walking with a purpose. Making brief eye contact with passers-by is also an effective method of demonstrating that you are not intimidated.

#### 6. *Awareness of surroundings*

Being aware of what is happening around you will alert you to possible threats to your safety, before they reach you. This gives you the opportunity to remove yourself from the situation.

The key is to look relaxed and comfortable, rather than paranoid, thereby appearing 'streetwise'. This decreases the likelihood of being targeted as a potential victim.

#### 7. *Trusting and acting on instincts*

Your body senses danger long before your mind consciously works out why. It is vital you listen to, trust and act on these instincts.

If you do sense danger or pick up 'bad vibes' from someone, something or a certain place, leave immediately and go to a place where you feel safe.

#### 8. *Assertiveness*

Assertive communication allows people to express their points of view objectively to reach an agreeable solution. It does not involve backing down (being passive) or standing over someone (being aggressive).

Assertive behaviour does not come naturally to most people. However, by practising assertiveness in handling minor matters, such as advising a shop assistant if you have been short-changed or sending back unsatisfactory food at a restaurant, you can enhance your ability to be assertive in other aspects of life.

In most day-to-day situations, you should be able to communicate assertively and confidently. But there may be occasions where acting either aggressively or passively will be the best way to keep safe.



## PROTECTING YOURSELF TEN CORE CONCEPTS OF PERSONAL SAFETY

TEN CORE CONCEPTS OF PERSONAL SAFETY CONT ...

### 9. Networks

Many people find it difficult to trust others with their feelings, experiences or concerns. Often those most in need of a trusted person to talk with, such as victims of domestic violence or people contemplating suicide, are the most isolated.

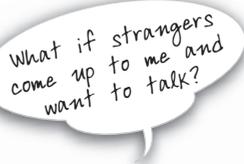
It is important to develop a network of people you trust and can contact for advice or assistance in an emergency, or if you feel your personal safety is threatened. They can include relatives, friends, community groups, neighbours and police. A support network also increases your confidence and self-esteem and can have a positive impact on all aspects of your life.

Having your own network of trusted people to talk with also helps you in being a good friend or network member for others.

### 10. Personal Safety Plan

Everyone should have their own personal safety plan. It consists of safety strategies you choose to suit your own lifestyle and abilities.

The more you follow them and know that they work, the more they will become habits. It should not involve following a list of rules provided by another person.



- *Trust your instincts – if you feel uncomfortable, be assertive and do not be afraid to say 'NO'; or just ignore them and continue on your way.*

For contact information and websites about  
Protecting Yourself, please see **page 197**



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## SEX



### WHAT DOES THE LAW SAY?

- The law says:
- You can't have sex if you're under 18 with a person who's caring for you or supervising you (e.g. a teacher), even if you agree.
  - If you're under 12, you can't have sex with anyone, even if you agree.
    - If you're between 12 and 16, the law says you can't have sex with someone who's more than two years older than you, even if you agree.

These laws on sex include sexual intercourse, but also any sexual penetration (putting anything into the vagina, anus or mouth) and any sexual touching. Sex is never legal at any age if you feel pushed into it because you're worried about what might happen if you don't agree. It also isn't legal for someone to have sex with you just because you're too drunk or high to say no.

### WHAT'S IT ALL ABOUT?

Talking about sex is a key part of having a safe and healthy sexual relationship. Family Planning Victoria's website ([www.fpv.org.au](http://www.fpv.org.au)) can give you the right information to help you have these conversations.

A good relationship is a lot more than sex. It's about who we are and how we relate to others sexually, emotionally, when we need support and when we just want to talk. But to get on well with others, we need to be comfortable with ourselves. That means being okay with what we look like, how we feel and who we're attracted to. Not everyone is attracted to the opposite sex and not everyone wants or has to lose their virginity in their teens. No one should put up with violence or bullying or feel pressured into having sex.

### IMPORTANT SEXUAL SKILLS FOR YOUNG PEOPLE

1. Make informed choices about what you want from relationships and sex and stand by those choices.
2. Deal with pressure to have unwanted sex.
3. Recognise a situation that could turn risky or violent.
4. Know how and where to ask for help.
5. Know how to negotiate safer sex.

### WHAT DOES THE LAW SAY?

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## SEXUAL HEALTH

## SEX

## LOVE, INFATUATION &amp; INTIMACY

Am I ready to have sex with my partner?



(Source: [www.theword.org.nz](http://www.theword.org.nz))

The difference between love and infatuation or lust isn't always clear. To explain the difference, it helps to describe what love feels like. Some people describe love as strong feelings of trust and closeness. People often feel more willing to share their thoughts and feelings with someone they love. Others say love is just being accepted for who you are with all your good and bad points. These feelings describe what 'being in love' feels like, which can mean something different to 'loving someone'. You might 'be in love' with your partner and 'love' your sister. You can have lots of different feelings and fantasies about wanting to be close to, touch, or have sex with a person, without being in love. Love usually lasts a long time, whereas infatuation or lust doesn't. Sometimes people think that if another person wants to have sex with them, that means they want to have a relationship or that they're in love with them. This might be true, but it isn't always.

## AM I READY?

Deciding when to start having sex is a personal choice that you should only make after considering the pros and cons. It's important to consider your own feelings and talk openly and honestly with your partner.

Asking yourself these questions might help:

- How do you feel about your relationship with your partner?
- Do you, for any reason, feel pressured into having sex?
- Right now, how do you feel about your partner? Do you trust and respect him/her?
- What do you think might happen after you have sex?
- How do you think you'll feel about your partner afterwards and more importantly, about yourself?
- Do you feel that you and your partner can make a decision right now and feel comfortable with that decision?
- Have you talked about the risks of sexually transmissible infections (STIs) and pregnancy? What are each of you willing to do to avoid these situations?
- What do you know about Chlamydia, herpes, HIV and other STIs?
- What would you and your partner do if sex resulted in a pregnancy or an STI?
- Can you talk to your partner about your choices, no matter what they are?
- Do you have any moral, cultural or religious beliefs that might make deciding to have sex the wrong decision for you?

- *A good rule is, if you don't feel comfortable with the situation, you're probably not ready.*



## SEXUAL HEALTH

## SEX

## AM I READY? CONT ...

Remember, it's your body and your choice when to start having sex. Whether you say 'no' or 'yes' to sex, the choice is yours. No one has the right to pressure you into something you aren't completely comfortable with.

[www.fpv.org.au](http://www.fpv.org.au)

## MASTURBATION: WILL I GO BLIND?

Masturbation is a normal and healthy way for people to learn about their own bodies. It means touching and rubbing your penis or clitoris and breasts for sexual pleasure. It's also a type of safer sex.

Masturbation helps you find out what feels good, where and how you like to be touched and how to have an orgasm. A lot of partners touch and rub each other's sexual parts for pleasure (known as 'mutual masturbation'). It can be very intimate, especially for people who don't feel ready for sex. Oh, and no, you won't go blind or get hairy palms from masturbating!

## SAFER SEX AND CONTRACEPTION

## WHAT IS SAFER SEX?

The only type of sex that's 100% safe is not having sex at all (abstinence) and this is a choice some young people make. However, there are other types of sexual behaviours that are still considered safer types of sex.

Safer sex includes all types of sex that help prevent an unplanned pregnancy and lessen your risk of getting sexually transmissible infections (STIs).

Doesn't sound like fun? Well, all of the following are types of safer sex:

- Cuddling, stroking and kissing
- Vaginal sex with a condom
  - Massage
  - Rubbing
- Anal sex with a condom and water-based gel
  - Mutual masturbation
  - Masturbation
- Oral sex with a condom covering the penis or with a dam (a thin square of latex that fits over the vagina or anus)

[www.health.vic.gov.au/ideas/diseases/gr\\_sti/sti\\_safesex](http://www.health.vic.gov.au/ideas/diseases/gr_sti/sti_safesex)



- *This is a symptom of stress and anxiety that's common for men, especially in a new relationship. Try to relax and slow things down. More kissing, touching and masturbating can help.*



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## SEXUAL HEALTH

## SAFER SEX AND CONTRACEPTION

## SEX, ALCOHOL AND OTHER DRUGS

Mixing sex, alcohol and other drugs can end in disaster. People under the influence are much more likely to make the wrong choices about sexual behaviour, risk having sex they didn't want and forget about safer sex, including using condoms.

- 20.2% of sexually active female students and 33.7% of sexually active male students were drunk or high the last time they had sex.
- 39.8% of sexually active female students and 26.5% of sexually active male students didn't use a condom the last time they had sex.
- 38.8% of male students and 44.4% of female students had three or more binge drinking episodes in the two weeks before being surveyed.

(Source: Smith et al, 4th National Survey of Australian Secondary Students, HIV/AIDS and Sexual Health, 2008)

## CONTRACEPTION

If you're having sex with someone of the opposite sex and you don't want to get pregnant, you need to use contraception. When choosing what type you want to use, it's important to think about what you and your partner want:

Is it easy to use? Can I afford it and get it easily? Is it safe? How effective is it? Are there side effects? Is it natural? How often do I need to take or use it? How soon after stopping it can I get pregnant?

## CONDOMS

A condom is a thin latex rubber covering that's put over an erect (hard) penis to help prevent pregnancy and lessen your risk of getting STIs. It works as a barrier, stopping sperm from reaching the egg and body fluids from mixing. If they're used properly every time you have sex, condoms are 98% effective. However, allowing for mistakes, condoms are around 85% effective in preventing pregnancy. Don't forget, if the condom does break or slip off, you can use emergency contraception (the 'morning after pill') as a back-up (see below).

*How do I use a condom?*

- Always use a lubricated condom.
- If you need more lubrication, use a water-based product only, like KY Jelly, Lubafax or Muco (saliva or oil-based lubricants like Vaseline can weaken the latex).
  - Always use extra water-based lube for anal sex.
- Check the use-by date (a condom with an expired use-by date might not work).
- Put the condom on before there's any contact between the penis and vagina.
  - Don't unroll the condom before putting it on the erect penis (this might damage the condom).
- Before putting the condom on the penis, hold the tip of the condom between the finger and thumb to release any air.

Can I get pregnant if I have sex when I have my period?



- Yes, you can get pregnant at any time in your cycle.



## SEXUAL HEALTH

## SAFER SEX AND CONTRACEPTION

## CONDOMS CONT ...

Are all condoms  
the same size?

- Unroll the condom onto the penis before having sex.
- After ejaculating (coming), hold the base of the condom when withdrawing the penis to stop semen from leaking.
- Make sure there's no contact between the penis and vagina after the condom's removed.
- Put the used condom in the bin (don't flush it down the toilet, as it can block the pipes).
- Use a new condom if you have sex again.

## THE PILL

There are lots of different types of contraceptive pills, including the combined pill and the mini pill. A doctor has to prescribe the type of pill that's right for your body. The combined pill, also known as 'the Pill', is the most common type. As long as you take it at around the same time every day and follow the instructions, it's at least 99% effective in preventing pregnancy. However, allowing for mistakes, it's about 92% effective.

The Pill basically works in three ways. It:

- prevents an egg from being released each month
- changes the lining of the uterus (womb) to stop a fertilised egg from sticking
- thickens the mucus in the cervix (entrance to the womb) to stop sperm from getting through.

The Pill won't stop you from getting STIs. Use condoms at the same time as taking the Pill to help protect yourself against STIs, especially with new sexual partners.

*What happens if I forget to take the Pill?*

If you forget, take it as soon as you remember and take the next pill at the usual time. Don't take more than two pills in one day. If you take the forgotten pill more than 24 hours later than usual, you won't be fully protected until you've taken seven active pills in a row. The same applies if you have vomiting or severe diarrhoea, as the Pill might not be absorbed. Some medications and natural remedies, including St John's Wort, can also make the Pill less effective. If you're taking any medications or natural remedies, it's a good idea to talk to a doctor about these before starting the Pill. Depending on where in a packet the Pill is missed, you might need emergency contraception (EC). If you have any doubts, talk to a doctor or contact Family Planning Victoria.

## IMPLANON

Implanon is a hormonal contraceptive implant that lasts for up to three years. Just four centimetres long and two millimetres wide, it's inserted by a doctor under the skin just above the inside of your elbow. It contains a man made hormone like the progesterone made by the body that prevents pregnancy



- *No, you can get condoms in different sizes to fit your penis.*

**REMEMBER,**

**YOU CAN BUY  
CONDOMS AT ANY  
AGE.**



## SEXUAL HEALTH

## SAFER SEX AND CONTRACEPTION

## IMPLANON

by stopping ovulation. It also thickens the mucus made by the cervix (entrance to the womb), stopping sperm from getting through. If you don't like it or want to get pregnant, the procedure to remove Implanon is simple. After it's been removed, most women go back to normal fertility within a month.

## WHAT IS EMERGENCY CONTRACEPTION?

If you have unprotected sex or a condom slips off or breaks, you can take emergency contraception (EC) to help prevent pregnancy. EC, which used to be called the 'morning after pill', can be bought from a chemist without a doctor's prescription. It contains a strong dose of hormones that act to stop or delay an egg from being released. EC should be taken as soon as possible, as it becomes less effective with time. It's most effective if taken within 24 hours, but works well up to 72 hours (three days) after having sex. It might still be effective if taken within 120 hours (five days). If EC doesn't work and you still get pregnant, there's no evidence that it could harm the foetus. Remember, using a condom is more effective than EC in preventing pregnancy.

## SEXUALLY TRANSMISSIBLE INFECTIONS

## SEXUALLY TRANSMISSIBLE INFECTIONS

Sexually transmissible infections (STIs) are carried in body fluids (semen, vaginal fluids or blood) and can be transmitted between people when they have vaginal, oral or anal sex. Condoms or other barriers (e.g. dams) will help protect you against most of these. Other infections like herpes and wart virus can also be transmitted through skin-to-skin contact. Condoms and other barriers, however, don't give full protection against these infections.

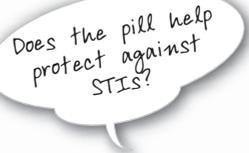
You can have an STI:

- at any age
- without having sex
- after having sex for the first time.

You can have an STI without having any symptoms. This means you can infect other people without knowing it. With the right treatment, most STIs can be cured. It's a good idea to have a simple check-up once a year, as untreated STIs can cause problems like infertility (which can happen years later).

If you've had sex and you start having the following symptoms, see a doctor or contact Family Planning Victoria:

- Unusual vaginal bleeding (including bleeding after having sex)



- *No, the Pill, if taken correctly, only works to prevent pregnancy.*



## SEXUAL HEALTH

## SEXUALLY TRANSMISSIBLE INFECTIONS

## SEXUALLY TRANSMISSIBLE INFECTIONS

My pill was six hours late. What do I do?

- An unusual discharge from the vagina or penis
- Unexplained lower abdominal pain in women or pain in the testicles in men
- Pain when having sex
- Sores, lumps or rashes around or on the penis, anus or vagina
- Unexplained, tender rashes that come and go on the skin of the bottom or thighs
- A burning feeling when urinating
- Itching around the vagina, penis or anus

If you've had sex without a condom, you might still have an STI even though you don't have any symptoms. See a doctor if you think you might be at risk. Remember, most STIs can be treated.

## CHLAMYDIA

*What is it?*

Chlamydia is a very common STI among young women and men. It's a bacteria that's passed on through vaginal or anal sex. If left untreated, it can cause pelvic inflammatory disease and infertility.

*How do I know if I have it?*

In most cases, people who have Chlamydia don't have any symptoms. This means a lot of people who have the infection don't know it. It's important to have a test once a year after having sex for the first time. Testing is simple - you just give a urine sample. Symptoms in women can include irregular vaginal bleeding, bleeding after sex, vaginal discharge, pain when urinating or having sex or lower abdominal pain. In men, Chlamydia can also cause pain when urinating, as well as discharge from the penis and pain in the testicles or scrotum. If you have Chlamydia, it's important that your sexual partners are treated as well.

*Can it be treated?*

A course of antibiotics prescribed by a doctor will clear the infection.

## HPV: THE VIRUS THAT CAUSES GENITAL WARTS AND ABNORMAL PAP TESTS

*What is it?*

There are lots of different subtypes in the human papilloma virus (HPV) family. HPV infection is extremely common and up to 50% of young people will have been infected with one of the viruses in the HPV family within three years of first having sex. Most will never know they've been infected because the body usually controls the virus.

- *Take it immediately.*  
You can be up to 24 hours late before you need to worry.

**EMERGENCY  
CONTRACEPTION IS  
MOST EFFECTIVE IF  
TAKEN WITHIN 24  
HOURS OF HAVING  
UNPROTECTED  
SEX.**



## SEXUAL HEALTH

## SEXUALLY TRANSMISSIBLE INFECTIONS

## GENITAL WARTS

*What are they?*

Genital warts are a common infection of the genital and anal area and are caused by certain subtypes of HPV. They look like small fleshy lumps (similar to warts found on the hands and feet) and are usually painless, but can cause itching. Most people with HPV infection don't have visible genital warts, it just depends on how the body reacts to the virus. Warts can be passed on through anal or vaginal sex or genital skin-to-skin contact.

*How do I know if I have them?*

People react to infection with HPV in different ways. Most people won't know they have the infection because they won't have any symptoms, but they can pass it onto someone else who might react differently. A person with no visible warts can infect another person who might then develop genital warts.

*Can they be treated?*

Even though genital warts can be left untreated, most people choose to have them treated with a paint, a cream or by freezing. Even after the warts have been removed, the virus is still present and there's a chance of more outbreaks happening. However, most people's immune systems control the virus within a year of infection, stopping them from having any more outbreaks, unless they have a new infection.

## PAP TEST PROBLEMS

Most cases of cervical cancer are caused by certain types of HPV. These infections don't usually cause symptoms, but can cause changes to the cells of the cervix (entrance to the womb) that show up on a Pap test. These changes aren't cancer. They're common and often go away without treatment. If you have abnormal cells on a Pap test, they can either be watched or treated as needed. If these changes aren't watched or treated, a small percentage might develop into cervical cancer over many years. You should have your first Pap test when you turn 18 or two years after you first have sex, whichever is later. This means you don't need to have a Pap test if you're under 18, even if you're having sex.

Women who don't have regular Pap tests at least every two years are at greatest risk of developing cervical cancer. Although cervical cancer isn't common in women who have regular Pap tests, infection with HPV is extremely common, especially in young women. A vaccine is offered to girls at school to help protect against the types of HPV that are the most common causes of genital warts and cervical cancer. If you've missed out, it might not be too late. For more information, talk to a doctor or contact Family Planning Victoria.



- *It's the most common STI among young women and men. In most cases, people with Chlamydia don't know they have the infection because they don't have any symptoms.*



## SEXUAL HEALTH

## SEXUALLY TRANSMISSIBLE INFECTIONS

## HERPES

*What is it?*

There are two sub-types of the herpes virus, known as herpes type 1 and 2, that cause small, painful blisters to develop. Cold sores around the mouth are usually caused by herpes type 1 and those around the genitals by either herpes type 1 or 2. They can be passed on by oral, vaginal or anal sex or through skin-to-skin contact.

*How do I know if I have it?*

In a lot of cases, people who have the infection don't have any symptoms and can pass it on to others without knowing it. Herpes can cause painful, tingling or itchy blisters and sores around the penis, vagina or anus. Some people have only one severe outbreak when they're first infected whereas others have regular outbreaks, especially when they're ill or stressed.

*Can it be treated?*

There isn't a cure for herpes. A doctor can prescribe medication to lessen the pain and help the healing process after a severe outbreak. This medication, when taken continuously, can also help prevent outbreaks in people who have them often.

## GONORRHOEA

*What is it?*

Gonorrhoea is an infection caused by bacteria that can lead to pelvic inflammatory disease and fertility problems if left untreated. It can be passed on by oral, vaginal or anal sex.

*How do I know if I have it?*

Symptoms include a pus-like discharge, burning or pain when urinating, pelvic pain, pain or bleeding when having sex and changes in vaginal bleeding (in females).

*Can it be treated?*

Gonorrhoea can be cleared with antibiotics prescribed by a doctor.

## HEPATITIS B

*What is it?*

Hepatitis B is a serious infection that causes inflammation of the liver. It's caused by a virus that can be passed on through blood contact or vaginal or anal sex with a person who has the infection (see blood borne viruses).

*How do I know if I have it?*

Symptoms can include tiredness, jaundice (yellowing of the skin and eyes), stomach pains, dark urine and pale faeces.

Isn't there a new vaccine for HPV?



- Yes, it helps protect against the most common types of HPV that cause genital warts and cervical cancer.



## SEXUAL HEALTH

## SEXUALLY TRANSMISSIBLE INFECTIONS

## HEPATITIS B

*Can it be treated?*

There isn't a cure for hepatitis B. In most cases, the body's immune system controls and gives immunity to the virus. There's a vaccine for people who haven't had hepatitis B that gives almost 100% protection against the virus.

It might be available to you at no cost through a sexual health or family planning clinic.

## PUBIC LICE

*What are they?*

Also called 'crabs', pubic lice are small bugs (parasites) that can be spread through sexual contact or contact with the clothes or bedding of a person who has the infection.

*How do I know if I have them?*

Pubic lice will cause a lot of itching and irritation around the pubic area. In some cases, the tiny bugs can be seen on the pubic hair or spots of blood might be found on the skin.

*Can they be treated?*

A doctor will be able to diagnose pubic lice and prescribe a cream or ointment to kill the parasite. This treatment can also be bought from a chemist without a doctor's prescription.

## BLOOD BORNE VIRUSES

## WHAT ARE BLOOD BORNE VIRUSES?

*What are blood borne viruses?*

Blood borne viruses (BBVs) are viruses that are spread through contact with infected blood. They include diseases like HIV and hepatitis B and C and can be transmitted through:

- blood transfusions
- using infected needles and other parts of an injecting kit
  - unsterile body piercing
  - unsterile tattoos
- sharing equipment like razors and toothbrushes.

HIV and hepatitis B can also be passed on through unprotected vaginal or anal sex. The risk of being infected with hepatitis C through sex is extremely low, if at all. Always use a barrier (e.g. a condom) with new sexual partners and don't share drug-using equipment, not even with your partner or close friend.

Marie Stopes International Australia's 'Love Bugs' chart outlines the symptoms and treatment of each STI and how they can be transmitted. To download a copy, go to [www.mariestopes.org.au/library/stis/love-bugs-chart](http://www.mariestopes.org.au/library/stis/love-bugs-chart).

Marie Stopes International Australia also offers STI check-ups at its centres. For more information, call 1800 003 707.



## SEXUAL HEALTH

## BLOOD BORNE VIRUSES

## HIV/AIDS

Is it safe to share toothbrushes and razors?



- *No, blood borne viruses can be spread by sharing toothbrushes and razors.*

*What is it?*

If HIV (human immunodeficiency virus) is present in the blood, a person is known as HIV positive. This doesn't mean they have AIDS (acquired immune deficiency syndrome) or are ill. With time, the HIV virus can affect a person's immune system, making it less able to cope with common infections and causing them to develop AIDS and become very ill. AIDS is now very rare in Australia because of the availability of effective medication to help the immune system fight HIV in people who have the infection.

*How do I know if I have it?*

Most people who are HIV positive don't have any symptoms in the early stages of infection. When they do get symptoms, they'll be very similar to those of the flu. The only way to be sure of HIV infection is to have a blood test. If you think you might have HIV, ask a doctor for a HIV test or contact AIDS Line (1800 133 392) for more information.

*Can it be treated?*

There isn't a cure for HIV or AIDS. There are anti-viral drugs that lessen the effects of the virus and the chance of illness from other infections. The decision of when to start treatment for HIV is a personal choice. However, untreated HIV will eventually develop into AIDS.

The Victorian AIDS Council (03 9865 6700 or freecall 1800 134 840) can give you more information about the different treatments available.

*Post-Exposure Prophylaxis (PEP)*

If you have unprotected sex or a blood encounter that's high risk for HIV, you might be eligible for Post-Exposure Prophylaxis (PEP). PEP is a four-week course of anti-HIV drugs that might prevent HIV infection. It needs to be started within 72 hours of exposure to HIV. It lessens the risk of HIV infection after needle stick injuries by 81%, but effectiveness after sexual exposure isn't known. PEP isn't as simple as taking a pill. It's a month-long course of regular HIV medication.

Side effects are common and include nausea, headaches, diarrhoea, tiredness and a rash. More serious side effects have been reported, but are rare.

You can only access PEP through selected sexual health clinics and major hospitals. For more information, call the PEP Hotline (1800 889 887).

## AIDS LINE

PH: 1800 133 392

THE VICTORIAN  
AIDS COUNCIL

PH: (03) 9865 6700

OR FREECALL  
1800 134 840

www.vicaids.asn.au

## HEPATITIS C

*What is it?*

Hepatitis C is a slow-acting virus that infects the liver. It's spread through blood-to-blood contact with a person who has the infection, especially by sharing drug-injecting equipment.



## SEXUAL HEALTH BLOOD BORNE VIRUSES

### HEPATITIS C CONT ...

Twenty five per cent of people who have the virus will clear it completely within two to six months of infection and won't then be able to transmit it to other people. The 75% who can't clear it will develop ongoing infection and are at risk of developing liver damage over many years if the virus isn't treated. These people can still transmit HIV to others.

#### *How do I know if I have it?*

In 75% of cases, the body isn't able to recognise and fight off the virus and it becomes a chronic illness. People who have a chronic infection might not have any symptoms, but can still pass the virus onto other people. Most people won't know their liver isn't working properly until hepatitis C becomes a chronic illness. However, a blood test might show abnormal liver function. Symptoms of a chronic infection can be mild to severe and happen constantly or only now and then.

Some common symptoms include:

- tiredness
- nausea
- stomach cramps
- feeling ill after drinking alcohol or eating greasy foods
- jaundice (yellowing of the skin and eyes).

#### *Can it be treated?*

There are a number of medications available to help fight the virus. In a lot of cases, the infection might be curable. There isn't a vaccine for hepatitis C. The only prevention is to avoid blood-to-blood contact with people who have the infection.

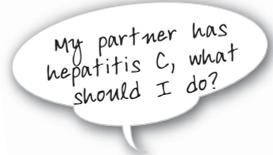
If you think you might have hepatitis C, talk to a doctor or contact the Hep C Infoline for help (1800 703 003).

[www.aidshep.org.au](http://www.aidshep.org.au)  
[www.hepatitisaustralia.com](http://www.hepatitisaustralia.com)

## SEXUAL ABUSE

### SEXUAL ABUSE — NO MEANS NO

Choosing whether or not to be sexually active is your right. Sexual abuse, sexual assault, rape and date rape are words used when things happen sexually that people don't want or invite. It's your choice what you want to happen and nobody has the right to pressure or force you into anything sexually that you don't want to do. Whether you know the person or not, even if they're your partner, whether they're the same or opposite sex, if they pressure or force you to have sex, it's rape.



- *For advice about how to help prevent infection or if you think you might have hepatitis C, contact the Hep C Infoline.*

HEP C INFOLINE

PH: 1800 703 003



## SEXUAL HEALTH

## SEXUAL ABUSE

## SEXUAL ABUSE AND RAPE

It's my body and my decision.



- *Nobody has the right to pressure or force you into anything sexually that you don't want to do.*

**ORGANISATIONS THAT CAN HELP:**

- *Centre Against Sexual Assault 1800 806 292 (24 hours, 7 days)*
- *Domestic Violence Resource Centre Victoria (03) 9486 9866*
- *Family Planning Victoria's youth Action Centre (03) 9660 4700 or freecall 1800 013 952 www.fpv.org.au*



www.fpv.org.au

There are lots of myths and misunderstandings about sexual abuse and rape.

**Myth** – When a woman says 'no' she really means 'yes' or 'try harder'.

**Reality** – **NO MEANS NO.** Stop when you hear her say 'no'. Without her consent, it's rape. Don't keep going if you're not sure.

**Myth** – Once a man's turned on, he can't control himself.

**Reality** – Rape is a choice to control and degrade another person. A number of rapes are planned beforehand. Men can control their sexual urges. No matter how much a man's turned on, there aren't any excuses.

**Myth** – Alcohol and other drugs cause rape.

**Reality** – You're always responsible for your behaviour, including how much alcohol you drink or other drugs you take. You're always responsible for what you do when you're under the influence of these substances. You can't blame rape on alcohol or other drugs. A court will rule there wasn't consent if the person who was assaulted was under the influence of these substances.

**Myth** – Rape is about sex.

**Reality** – Rape isn't sex, it's a violent crime. It's a violation of a person's rights over their body, their right to decide whether to have sex, their right to choose sexual partners and their right to have safer sex. Rape is about controlling, harming and degrading another person.

(Source: Shine SA, Guys Talk sexual health project)

## WHAT CAN I DO?

Sometimes it's hard to do, but it's important to tell someone you trust and feel safe with if there's something going on in your life that you don't like. If you don't have someone you can safely tell or if you feel the people you tell aren't giving the right support, there are organisations that can help:

- **Centre Against Sexual Assault:**  
1800 806 292 (24 hours, 7 days)
- **Domestic Violence Resource Centre Victoria:**  
(03) 9486 9866
- **Family Planning Victoria's youth Action Centre:**  
(03) 9660 4700 or freecall 1800 013 952.



## SEXUAL HEALTH SEXUAL DIVERSITY

### WHERE DO I FIT IN?

#### *Understanding your sexuality*

We generally understand the meanings of words like heterosexual, homosexual, bisexual and transgender, but the way people actually behave sexually doesn't always neatly fit a label.

**Heterosexual** — a person who's sexually attracted to the opposite sex (straight, hetro)

**Homosexual** — a person who's sexually attracted to the same sex (gay, lesbian, queer)

**Bisexual** — a person who's sexually attracted to both sexes (bi)

**Transgender** – generally, a person whose sense of gender is different to the sex they were assigned at birth

What these definitions don't tell us is that some heterosexuals might also have sex with a same-sex partner and some homosexuals might have sex with an opposite-sex partner. While some people are 100% heterosexual and others 100% homosexual, most people are somewhere in between.

### SAME-SEX ATTRACTED YOUNG PEOPLE

#### *What does being gay mean?*

Gay is another word for homosexual, but not all homosexual people like the word gay. Some prefer the word homosexual or queer. Since the word gay generally refers to homosexual men, some homosexual women prefer to be called lesbians. If you're not sure what someone wants to be called, it's okay to ask them.

#### *How do I know if I'm gay?*

It's normal to be attracted to both sexes when you're growing up and working out who you are, but after a while, you'll probably realise you're attracted to one sex more than the other. You don't have to rush into any decisions. If you think you might be attracted to people of the same sex, talk to someone you trust.

*I'm too scared to tell.*



- *It might seem hard to do, but it's important to tell someone you trust and feel safe with if there's something going on in your life that you don't like.*



## SEXUAL HEALTH

## SEXUAL DIVERSITY

## SAME-SEX ATTRACTED YOUNG PEOPLE CONT ...

Where can I go to talk to someone about my sexuality?

*Coming out*

Coming out, especially to family and friends, can be tough. Rather than just happening once, it's an ongoing process that happens as you meet new people and find yourself in different situations. It's a good idea to prepare yourself by getting some information. If you're still having doubts about your sexuality or feeling depressed or anxious, you should talk to a counsellor or call a support line (see contacts).

Once you start to tell people, others tend to find out quickly. Make sure you have enough support to handle people's reactions, as not everyone will be happy for you. If someone rejects you, consider whether the relationship is really worthwhile. It's important to find ways to support yourself and build your self-esteem. It's not always easy, but the process does get better (see [www.youtube.com/itgetsbetterproject](http://www.youtube.com/itgetsbetterproject)).

## PREGNANCY

## PREGNANCY

Conception starts when a sperm fertilises an egg in the fallopian tube. This fertilised egg then starts to grow and embed itself in the soft wall of the uterus (womb), where it will keep growing over the next nine months. If you've had unprotected sex, there's a chance you could be pregnant. Signs of pregnancy include your period not coming at the usual time, feeling unusually tired, urinating more often or have nausea or tender breasts. You can buy pregnancy tests from supermarkets and chemists, but a doctor can give you a more accurate test.

*What are my options?*

Whether your pregnancy is planned or unplanned, you always have options. You'll have to make some important decisions in a short time frame.

These include deciding whether to continue with the pregnancy and raise the child yourself, continue with the pregnancy and adopt the baby out to new parents, or have an abortion to end the pregnancy. Whatever you decide, it's a good idea to speak to qualified people who'll be able to give you accurate information about all your options. This will help make sure your decision is the right one for you. Family Planning Victoria offers a pregnancy choices consultation with a trained nurse who can talk with you about all your options.

*Support for same-sex attracted young people:*

- *Family Planning Victoria's youth Action Centre, Level 1, 94 Elizabeth St, Melbourne, (03) 9660 4700 or freecall 1800 013 952*
- [www.also.org.au](http://www.also.org.au)
- [www.glhv.org.au](http://www.glhv.org.au)
- [www.comingout.com.au](http://www.comingout.com.au)



## SEXUAL HEALTH PREGNANCY



### PREGNANCY CONT ...

You might want your partner there when speaking to a doctor or nurse or you might want to see someone separately to work through issues of your own. Parents can also be a good source of support. They can listen to your thoughts, concerns and feelings and help you through the decision-making process.

#### *Continuing with the pregnancy:*

More than 23,000 Australian teenage girls become pregnant every year and 11,000 choose to have the baby (source: [www.fpv.org.au](http://www.fpv.org.au)). If you decide to continue with the pregnancy, you should talk to a doctor or contact Family Planning Victoria about maternity care for both you and the baby. If you'll be raising the child on your own, they'll also be able to put you in touch with social services that can help. If you're considering having the child adopted, there are excellent services that can give you detailed information to help you with your decision.

- **Family Planning Victoria (FPV)**

901 Whitehorse Rd, Box Hill, (03) 9257 0100, [www.fpv.org.au](http://www.fpv.org.au)

- **FPV's youth Action Centre**

Level 1, 94 Elizabeth Street, Melbourne, (03) 9660 4700 or freecall 1800 013 952

#### *Ending the pregnancy*

If you're considering having an abortion to end the pregnancy, you should talk to a doctor or contact Family Planning Victoria as soon as possible. Abortion is legal in Victoria up to 24 weeks and after 24 weeks if two doctors agree it's appropriate in all circumstances. There's no lower age limit to having the procedure. You can have an abortion without your parents' consent if the doctor thinks you're mature enough to understand what you're doing.

Abortion is easier and more accessible if it's done early on in the pregnancy. Medical abortion using medication (e.g. RU486) is available up to nine weeks. Surgical abortion can be done at any time, but it's best done before 16 weeks.

For more information, contact:

- **Family Planning Victoria (FPV)** on (03) 9257 0100

- **FPV's youth Action Centre** on (03) 9660 4700 or freecall 1800 013 952

- **Marie Stopes International Australia**

Freecall 1800 003 707 [www.mariestopes.org.au](http://www.mariestopes.org.au)

Marie Stopes International Australia has an online abortion webchat service for women faced with unplanned pregnancy who want to find out more about the procedure. It gives them real-time answers to all of their questions in a private setting. The webchat can be accessed at [abortionhelp-px.rtrk.com.au/online-chat-service](http://abortionhelp-px.rtrk.com.au/online-chat-service).



- *Whether your pregnancy is planned or unplanned, you always have options. You'll have to make some important decisions in a short time frame. It's a good idea to talk to qualified people who'll be able to give you accurate information about all your options. This helps make sure your decision is the right one for you.*

For contact information and websites about sexual health, please see **page 199**



[www.fpv.org.au](http://www.fpv.org.au)

[www.smarthandbooks.com.au](http://www.smarthandbooks.com.au)

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## BEHIND THE WHEEL

### Lawstuff

[www.lawstuff.org.au](http://www.lawstuff.org.au)

### VicRoads

1800 332 556 (toll-free outside the Melbourne metro area)  
[www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au)

### Transport Accident Commission (TAC)

Ph: 1300 654 329 [www.tac.vic.gov.au](http://www.tac.vic.gov.au)

### Consumers Affairs Victoria

Ph: 1300 558 181 [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)

### The Indigenous Consumer Assistance Network (ICAN)

Ph: 1300 396 878 [www.ican.org.au](http://www.ican.org.au)

### Australian Competition and Consumer Commission

Ph: 1300 302 502 [www.accc.gov.au](http://www.accc.gov.au)

### Royal Automobile Club of Victoria (RACV)

Ph: 13 72 28 [www.racv.com.au](http://www.racv.com.au)

### Bicycle Victoria

Ph: (03) 8636 8888 [www.bv.com.au](http://www.bv.com.au)

Freecall: 1800 639 634 (country callers)



## BULLYING

### Cybersafety Help button

[www.dbcde.gov.au/helpbutton](http://www.dbcde.gov.au/helpbutton)

### Bullying No Way!

[www.bullyingnoway.com.au/](http://www.bullyingnoway.com.au/)

### Cybersmart

[www.cybersmart.gov.au](http://www.cybersmart.gov.au)

### Kids Helpline

1800 55 1800 [www.kidshelp.com.au](http://www.kidshelp.com.au)

### Lifeline

13 11 14 [www.lifeline.org.au](http://www.lifeline.org.au)

### Australian High Tech Crime Centre

[www.ahtcc.gov.au](http://www.ahtcc.gov.au)

### SCAMwatch

[www.scamwatch.gov.au](http://www.scamwatch.gov.au)

### Stay Smart Online

[www.staysmartonline.gov.au](http://www.staysmartonline.gov.au)

### Cyber Smart

[www.cybersmart.gov.au](http://www.cybersmart.gov.au)



## EATING DISORDERS

### The Butterfly Foundation

PO Box 453 Malvern VIC 3144

Phone: (03) 9822 5771 Fax: (03) 9822 5776

<http://thebutterflyfoundation.org.au>

### Eating Disorders Association of Tasmania

Please call Keri Campbell on 0421 550 783

Monday-Sunday, 7.00am-8.00pm

[www.facebook.com/EDATasmania](http://www.facebook.com/EDATasmania)



## HEALTHY BODY

### Australian Drug Foundation

Ph: (03) 9278 8100 [www.adf.org.au](http://www.adf.org.au)

### DrugInfoClearinghouse

Ph: 1300 85 85 84 [www.druginfo.adf.org.au](http://www.druginfo.adf.org.au)

### Australian Drug Information Network

Counselling and referral

call Directline (Victoria only) 1800 888 236

Drug information 1300 85 85 84 [www.adin.com.au](http://www.adin.com.au)

### Quitline

Ph: 13 7848 [www.quit.org.au](http://www.quit.org.au)

### Oxygen

[www.oxygen.org.au](http://www.oxygen.org.au)

### Somazone

[www.somazone.com.au](http://www.somazone.com.au)

### Vic Deaf (Victorian Deaf Society)

TTY: (03) 9473 1111 [www.vicdeaf.com.au](http://www.vicdeaf.com.au)

Toll free for country callers 1300 780 225

### Better Hearing Australia Inc.

Ph: (03) 9510 1577 [www.betterhearing.org.au](http://www.betterhearing.org.au)

### Disability Information Australia

Ph: 1800 783 783 [www.disability.vic.gov.au](http://www.disability.vic.gov.au)

### SmartPlay

Ph: (03) 9674 8777 [www.smartplay.com.au](http://www.smartplay.com.au)

**HEALTHY MIND****beyondblue: the national depression initiative**

Info line: 1300 22 4636 [www.beyondblue.org.au](http://www.beyondblue.org.au)  
[www.youthbeyondblue.com](http://www.youthbeyondblue.com) (beyondblue's website for young people)

**Lifeline**

13 11 14, 24-hour counselling, information and referral

**ReachOut.com**

[www.reachout.com](http://www.reachout.com)

**Kids Helpline**

1800 55 1800

**headspace – Australia's National Youth Mental Health Foundation**

[www.headspace.org.au](http://www.headspace.org.au)

**Orygen Youth Health**

[www.oyh.org.au](http://www.oyh.org.au)

**Reach Out Central**

[www.reachoutcentral.com.au](http://www.reachoutcentral.com.au)

**The Inspire Foundation**

[www.inspire.org.au](http://www.inspire.org.au)

**itsallright**

[www.itsallright.org](http://www.itsallright.org)

**Bullying. No Way!**

[www.bullyingnoway.com.au](http://www.bullyingnoway.com.au)

**Suicide Call Back Service**

1300 659 467

**SANE Australia Helpline**

1800 18 7263 [www.sane.org.au](http://www.sane.org.au)

**Black Dog Institute**

[www.blackdoginstitute.org.au](http://www.blackdoginstitute.org.au)

**The Line**

Australia's leading teenage relationship blog combining intelligent analysis and insight on issues facing teenage relationships today, including the influence of friends, family, media, technology and popular culture.

[www.theline.gov.au/](http://www.theline.gov.au/)

**LEAVING SCHOOL****Youth.gov.au**

[www.youth.gov.au](http://www.youth.gov.au)

**Seek**

[www.seek.com.au/](http://www.seek.com.au/)

**Free-résumé-tips**

[www.free-resume-tips.com/](http://www.free-resume-tips.com/)

**The Job Guide**

[jobguide.dest.gov.au/](http://jobguide.dest.gov.au/)

**My future**

[www.myfuture.edu.au](http://www.myfuture.edu.au)

**JobJuice**

[www.jobjuice.gov.au/default.htm](http://www.jobjuice.gov.au/default.htm)

**Australian Jobsearch**

<http://www.jobsearch.gov.au/>

**Centrelink**

[http://www.centrelink.gov.au/internet/internet.nsf/individuals/work\\_payments.htm](http://www.centrelink.gov.au/internet/internet.nsf/individuals/work_payments.htm)

**CareerOne Jobsearch**

[www.jobsearch.com.au/](http://www.jobsearch.com.au/)

**Jobs Pathway**

[www.youthpathways.dest.gov.au](http://www.youthpathways.dest.gov.au)

**MONEY****Consumer Affairs Victoria**

Ph: 1300 55 81 81 [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)

**Credit Helpline**

Ph: (03) 9602 3800 or 1800 803 800 (Country)

**Credit card merchant fees**

Ph: 1300 300 630 [www.asic.gov.au](http://www.asic.gov.au)

**Australian Competition & Consumer Commission**

1300 302 502 [www.accc.gov.au](http://www.accc.gov.au)

**The Indigenous Consumer Assistance Network (ICAN)**

Ph: 1300 396 878 [www.ican.org.au](http://www.ican.org.au)

**MOVING OUT****For Bond inquiries**

(03) 9843 6577

**Telephone Interpreter Service**

131 450

**TTY (number for hearing impaired)**

(03) 9627 6020

**The Indigenous Consumer Assistance Network (ICAN)**

1300 396 878 [www.ican.org.au](http://www.ican.org.au)

**Consumer Affairs**

Helpline: 1300 55 81 81



## PROTECTING YOURSELF

### Youth Advisory Unit

Ph: (03) 9247 6195 Rural Freecall: 1800 819 716

### Centres Against Sexual Abuse (CASA)

Ph: (03) 9344 2210

### Gippsland CASA

Ph: (03) 5134 3922 Freecall: 1800 134 840

### Sexual Assault Crisis Line

Ph: 1800 806 292 24 Hours/7 Days

### Neighbourhood Watch Victoria Inc.

Ph: (03) 9247 5311 [www.neighbourhoodwatch.com.au](http://www.neighbourhoodwatch.com.au)

### Referral Information

[www.centurycouncil.org](http://www.centurycouncil.org)

[www.betterhealth.vic.gov.au](http://www.betterhealth.vic.gov.au)

### Teens Going to Parties

[www.alcohol.org.nz](http://www.alcohol.org.nz)

### Responsible Hosting

[www.apolnet.org](http://www.apolnet.org) [www.lcbo.com](http://www.lcbo.com)

[www.alcohol.org.nz](http://www.alcohol.org.nz) [www.abc.net.au](http://www.abc.net.au)

### Support Services

[www.bchs.org.au](http://www.bchs.org.au) [www.al-anon.org](http://www.al-anon.org)

### Information About Alcohol

[www.kidshealth.org](http://www.kidshealth.org) [www.betterhealth.vic.gov.au](http://www.betterhealth.vic.gov.au)

### Getting Help

[www.noffs.org.au](http://www.noffs.org.au) [www.ysas.org.au](http://www.ysas.org.au)

### Hosting Your Own Party

[www.adf.org.au](http://www.adf.org.au)

### Federal Privacy Commissioner

1300 363 992 [www.privacy.gov.au](http://www.privacy.gov.au)

### Scam Watch

Ph: 1300 795 995 [www.scamwatch.gov.au](http://www.scamwatch.gov.au)

### Australian Communications and Media Authority ACMA

[www.acma.gov.au](http://www.acma.gov.au)

### Australian Federal Police

Tel: (02) 6256 7777

### Victoria Police

Tel: (03) 9607 7777

### Australian High Tech Crime Centre

[www.ahtcc.gov.au/ocrmain.aspx](http://www.ahtcc.gov.au/ocrmain.aspx)

### Internet Industry Association Security Portal

Ph: 02 6232 6900 [www.security.iaa.net.au](http://www.security.iaa.net.au)

### Human Rights & Equal Opportunities Commission

Complaints infoline: 1300 656 419

[www.humanrights.gov.au/complaints\\_information/](http://www.humanrights.gov.au/complaints_information/)

### Australian Competition and Consumer Commission

Ph: 1300 302 630 [www.accc.gov.au](http://www.accc.gov.au)

### Australian Psychological Society

Ph: 1800 333 497 [www.psychology.org.au](http://www.psychology.org.au)

### Cyber Safety

[www.wiseuptoit.com.au](http://www.wiseuptoit.com.au)

[www.cybernetrix.com.au](http://www.cybernetrix.com.au)

### Bullying

[www.bullyingnoway.com.au](http://www.bullyingnoway.com.au)

### Getting Help

[www.noffs.org.au](http://www.noffs.org.au) [www.reachout.com.au](http://www.reachout.com.au)

[www.ysas.org.au](http://www.ysas.org.au) [www.kidshelp.com.au](http://www.kidshelp.com.au)

### Crime Stoppers

Ph: 1800 333 000

### Crisis Care - Kids Helpline

Ph: 1800 55 1800

### Victims Counselling and Support Services

#### Relationships Australia

Ph: 1300 139 703 (24 hours)

#### dvconnect mensline

Ph: 1800 600 636 (9am - midnight, 7 days)

### Law Stuff

[www.lawstuff.org.au](http://www.lawstuff.org.au)

### Other Youth Websites

[www.vibewire.net](http://www.vibewire.net) [www.freeza.vic.gov.au](http://www.freeza.vic.gov.au)

[www.funhq.cjb.net](http://www.funhq.cjb.net) [www.somazone.com.au](http://www.somazone.com.au)

[www.youthgas.com](http://www.youthgas.com) [www.thesource.com.au](http://www.thesource.com.au)

[www.noise.net-](http://www.noise.net-)

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[www.theline.gov.au/](http://www.theline.gov.au/)



## SEXUAL HEALTH

### **Marie Stopes International Australia**

Ph: 1800 003 707 [www.mariestopes.org.au](http://www.mariestopes.org.au)

### **Likeitis**

[www.likeitis.org.au](http://www.likeitis.org.au)

### **SexTXT**

[www.sextxt.org.au](http://www.sextxt.org.au)

### **Family Planning Victoria (FPV)**

Ph: (03) 9257 0100 [www.fpv.org.au](http://www.fpv.org.au)

### **FPV's youth Action Centre**

Ph: (03) 9660 4700 or freecall 1800 013 952

### **Kids Helpline**

Ph: 1800 55 1800

### **Gay and Lesbian Switchboard**

Ph: (03) 9663 2939 or 1800 184 527 (Regional Victoria)

### **Victorian AIDS Council**

Ph: (03) 9865 6700 or freecall 1800 134 840  
[www.vicaids.asn.au](http://www.vicaids.asn.au)

### **AIDS Line**

Freecall: 1800 133 392

### **Centre Against Sexual Assault (CASA)**

Ph: 1800 806 292 [www.casa.org.au](http://www.casa.org.au)

### **Lifeline**

Ph: 13 11 14

### **Domestic Violence Resource Centre Victoria**

Ph: (03) 9486 9866

### **Hep C Infoline**

Ph: 1800 703 003

### **Open Doors**

Ph: (03) 9870 7044 or 1800 647 995 (Regional Victoria)

[www.4teenz.com.au](http://www.4teenz.com.au)

### **Other youth websites**

[au.reachout.com](http://au.reachout.com)

[www.sexetc.org](http://www.sexetc.org)

[www.lawstuff.org.au](http://www.lawstuff.org.au)

[www.somazone.com.au](http://www.somazone.com.au)

[www.theword.org.nz](http://www.theword.org.nz)

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is proud  
to support  
the Police  
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Youth Clubs  
and the  
Street Smart  
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A Prep to Year 12 co-educational college providing a quality education in Melbourne's North West.



**Australian Government**  
**Department of Defence**

# UNEXPLODED ORDNANCE

## (UXO)

### A QUICK TEST (WITH ANSWERS)

Q1. What are these?

a



b



c



*Answer: (a) Cricket Ball; (b) Baseball; (c) Grenade*

Q2. Which one is not to be played with?

*Answer: C (Grenade)*

Q3. Why?

*Answer: A and B are used to play sport and to have fun, C the grenade and other UXO are used to injure and kill people and must never be played with. Even very old UXO are still dangerous. Australian children playing with UXO have been killed or injured so badly their lives were ruined.*



Q4. These are all UXO. What should you do if you find something that may be a UXO.

*Answer: If you find something that may be a UXO, DO NOT DISTURB IT, tell your parents, teachers or police. Police will arrange for military experts to attend and dispose of it.*

Q5. Where can you get more information on UXO in Australia?

*Answer: From the internet at [defence.gov.au/uxo](http://defence.gov.au/uxo).*

**Results: Congratulations you aced it there were no wrong answers. UXO should not cause you any problems.**

## What's Next?



# YouthNow



**Need help getting into study or finding employment?**

**FREE** services for young people:

Careers Advice, Resumes, Job Info, Future Skills,  
New Technologies, Employment, Entrepreneurship

**Call: 8311 5800** or **Text: 0439 636 682**

**Email: [info@youthnow.org.au](mailto:info@youthnow.org.au)** Like us on **Facebook**