

2024



# SCHOOL LEAVERS' HANDBOOK



TANYA PLIBERSEK MP

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## A MESSAGE FROM TANYA

Dear Class of 2024,

# CONGRATULATIONS & GOOD LUCK!

**Finishing school is an exciting opportunity for you to consider your prospects.**

This handbook aims to provide you with information about important aspects of life after school. It is designed as a starting point to make the transition to work or study easier.

In this handbook you will find information on:

- Education and training
- Tips on finding employment
- Seeking financial assistance
- Applying for essentials such as Medicare, a Tax File Number and enrolling to vote.

**I wish you every success for the future.**

Very best,

*Tanya*

**Tanya Plibersek MP**  
Federal Member for Sydney



# YOUR IDENTITY

## PROVING YOUR IDENTITY

As you go through life, there will be lots of times when you'll need to show identification (ID) to prove who you are. This includes when you apply for government services like Centrelink or when you open a bank account.

Different forms of ID are worth a certain number of points. In many cases you will have to show 100 points of ID, but this will depend on the situation. You should check with the organisation first.

You can use several things to prove your identity including:

- Passport
- Birth certificate
- Driver's License
- Health care card
- Medicare card
- Visa (using your foreign passport)
- Citizenship Certificate
- ImmiCard
- Student card
- Vaccination and medical records
- Bank accounts
- Academic records or certificates
- Personal photos

Information about verifying your identity can be found at: [mygovid.gov.au/verifying-your-identity](https://mygovid.gov.au/verifying-your-identity)

## PASSPORTS

Getting a passport can be complex. You will need to ensure you have some relevant information to get you started.

To get your passport, go to: [passports.gov.au](https://passports.gov.au)

## BIRTH CERTIFICATES

Getting a birth certificate can help prove your identity and is an important document to have.

You can request a birth certificate on the Births, Deaths and Marriages Registries of each state and territory.







## YOUR FUTURE

# CHOOSING WHAT TO DO IN YOUR POST-SCHOOL LIFE IS EXCITING AND CHALLENGING.

Choosing what to do in your post-school life is exciting but also challenging.

There are many pathways to choose from.

The best way to succeed when planning for your future is to identify your interests. There are lots of people and organisations that can help you choose something that interests you. Finding out what your strengths and weaknesses are is the best way to identify what pathway best suits you.

[myfuture.edu.au](https://myfuture.edu.au) and [education.gov.au/school-work-transitions](https://education.gov.au/school-work-transitions) are excellent resources to help you identify your interests and strengths.

**They provide an in-depth look at a range of occupations and the requirements needed to pursue those jobs.**

# EDUCATION & TRAINING

## UNIVERSITY

University offers a wide range of tertiary education courses. Entrance into university is usually based on your performance in Year 12. Checking requirements for courses should be a priority before submitting your application through the University Admissions Centre (UAC). Your school can also assist you with this.

When selecting a course, consider the following:

- What am I interested in?
- What do I want to do for a living?
- Which program will allow me to study this?
- Where do I want to study?
- Am I prepared to move away from home?
- How flexible is my course?
- Can I complete my course part-time?

It's important to remember that regardless of the final mark you receive, consider a course that best suits your interests; this will deliver satisfaction as well as better success. If your circumstances change, speak to your course coordinator to consider the options that are available. You may be able to change your degree and even look at changing from full time to part time studies.

Just remember different courses can have different requirements.

**For help on deciding which course is right for you, or to check which courses are on offer, visit: [studyassist.gov.au](https://studyassist.gov.au)**

Be sure to check out the open days and handbooks of the individual universities. They provide useful information and can assist in directing you to finding a course that best suits you. Sometimes it may even lead you to a course that you might not have previously considered.

### **University Admission Centre**

If you intend to apply for University in either NSW or ACT, you must submit an application through the University Admission Centre (UAC). To apply through UAC, you will need a UAC application number and PIN. Once you have logged into the UAC portal, you can begin your application.

Applying students can select up to nine preferences. Be sure to put the course you want to do first. The main round of offers occurs in late January. If you do not receive an offer in the first round there is always a chance you will receive an offer in the subsequent rounds.

**For more info: [uac.edu.au](https://uac.edu.au)**

## WHAT IS A COMMONWEALTH SUPPORTED (CSP) PLACE?

A Commonwealth supported place (CSP) is a place at a university or higher education provider where the government pays part of your fees.

This part is a subsidy, not a loan, and you don't have to pay it back. This subsidy does not cover the entire cost of your study.

## WHAT IS HECS-HELP?

HECS-HELP assists eligible Commonwealth supported students to pay their student contribution amount with a loan. HECS- HELP stands for Higher Education Contribution Scheme (HECS) and Higher Education Loan Program (HELP).

The Australian Government has made significant improvements to HELP and VET Student Loans making education fairer and reducing the financial burden on students.

Previously, these interest-free loans had their outstanding amounts indexed annually in line with inflation. The new system caps the annual indexation rate to the lower of either the inflation or wages rate, making sure outstanding loans never grow faster than average wages.

All HELP and VET Student Loan debts are managed by the Australian Taxation Office (ATO). An individual commences repaying their loan debt when their taxable income reaches the repayment threshold.

For more info:  
[studyassist.gov.au/help-loans](https://studyassist.gov.au/help-loans)

## WHAT IS SA-HELP?

Your university or higher education provider can charge you a fee each year called the Student Services and Amenities Fee (SSAF).

This fee is to cover things at your campus like early childhood education, food services, financial advice, sporting and recreational activities or employment and career advice.

SA-HELP is a loan available to you pay for all or part of your SSAF.

## WHAT IS FEE-HELP?

When you attend university or an approved higher education provider, you can get a FEE-HELP loan to pay all or part of your tuition fees.

## PAID PRAC SUPPORT

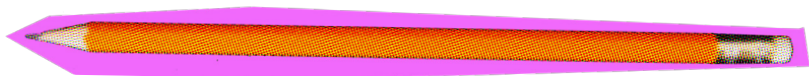
The Albanese Government will provide a Commonwealth Prac Payment for teaching, nursing (including midwifery) and social work students to help them while they do their mandatory prac.

The payment will be available from 1 July 2025 for around 68,000 eligible higher education students and over 5,000 VET students each year for their placement periods.

It will be means-tested and will be in addition to any income support a student may also receive.

# VOCATIONAL EDUCATION

## TRAINING (VET)



Vocational Education and Training (VET) is all about learning skills that are directly related to specific jobs or careers. In VET you will apply your hands and mind to practical tasks and gain the latest industry knowledge and skills.

It's a great option if you prefer learning by doing and want to get a head start in your chosen career. A VET qualification can also provide a pathway to further studies, including University, if you want to continue your learning.

VET can be delivered through schools, dual sector universities, TAFEs, private registered training organisations and community colleges.

A VET qualification includes a: Certificate I, II, III or IV; Diploma; Advanced Diploma; Apprenticeship; Traineeship; Graduate Certificate; or Graduate Diploma.

### TAFE

TAFE offer a wide range of study options from online courses, to training and full-time education. Vocational Education and Training (VET) will equip you with the necessary and practical skills needed for employment. It is also a good option to consider if you want to go to University but need to gain entrance qualifications or be more prepared before you start your degree.

TAFE courses can range from a few weeks up to a few years. Unlike University, TAFE and Registered Training Organisations (RTO) do not require a specific ATAR mark to be accepted, although some courses may have prerequisites.

For more info on TAFE, visit [tafensw.edu.au/courses](https://www.tafensw.edu.au/courses) or call 131 225

### RTOs

Registered Training Organisations are training providers who are registered to deliver VET courses. They provide training and qualifications that are nationally recognised. RTOs offer qualifications at the following levels: Certificate I, II, III and IV, Diploma, Advanced Diploma, Graduate Certificate and Graduate Diploma.

For more info, visit: [smartandskilled.nsw.gov.au](https://www.smartandskilled.nsw.gov.au) or call 1300 772 104

## AUSTRALIAN APPRENTICESHIPS

Australian Apprenticeships (sometimes referred to as traineeships) are available to anyone of working age.

Australian Apprenticeships offer opportunities for you to train, study and earn an income at a variety of qualification levels in many occupations (retail, hospitality, childcare etc.) as well as in traditional trades (construction, electrical, mechanical, etc.)

As an apprentice you combine working with training, and can be either full-time, part time or school-based. When you finish your Australian Apprenticeship, you'll have a nationally recognised qualification.

**Payments are available to support eligible apprentices while training. Apprentices in priority areas are eligible for up to \$5,000.**

**Apprentices in a clean energy related occupation may be eligible for up to \$10,000.**

For more info: [australianapprenticeships.gov.au](http://australianapprenticeships.gov.au)

## FEE-FREE TAFE AND VET PLACES

The Australian Government, in partnership with States and Territories, is delivering Fee-Free TAFE and VET places to help give Australians the skills they need to get secure, well-paid jobs in areas of high demand.

Fee-Free TAFE provides tuition-free courses to students wanting to train, retrain or upskill in priority skills-needs areas.

Priority courses include the care economy, construction, agriculture, hospitality and tourism, digital and technology, sovereign capability and VET workforce.

For more info: [yourcareer.gov.au](http://yourcareer.gov.au)

## WHAT ARE VET STUDENT LOANS?

The VET Student Loans (VSL) program assists eligible students to pay tuition fees for approved higher-level (diploma and above) VET courses, when studying at VET Student Loans approved course providers.

The program is designed to provide financial support to students undertaking higher level training in courses that address workplace and industry needs, creating better opportunities for employment.

Check your eligibility and find out how to apply for a VET Student Loan by visiting [dewr.gov.au/vet-student-loans](http://dewr.gov.au/vet-student-loans)

You can search for VET Student Loans approved courses and providers by visiting [myskills.gov.au](http://myskills.gov.au)





## EMPLOYMENT

### HOW DO YOU WRITE A RESUME?

One of the first things you need before applying for a job is a resume or curriculum vitae (CV). A well-written resume is a key part of any job application, that lists your study, work and life experiences.

**The purpose of a resume is to convince employers to interview you.**

**Your resume should include some, or all, of the following information:**

- Personal Details
- Education Details
- Work and Volunteering Experience
- Awards or Certificates
- Interests and Hobbies
- References

**Handy tips before sending your resume:**

- Make sure it's typed on plain A4 paper
- Double-check your spelling and details
- Ask someone to proof-read your resume and job application
- Create a portfolio of your work (or photographs of it) when applying for jobs that require artistic ability.

## WHAT IS A COVER LETTER?

A cover letter serves as an introduction to your CV. Its main role is to introduce yourself to the employer and encourage them to read your CV. Your cover letter should outline your qualifications, experience, and positive work traits that are relevant to the job you are applying for.

Head to [workforce.australia.gov.au](http://workforce.australia.gov.au) and check out the Coaching and Support section for learning modules and resume cover letter templates and explainers.



## THE INTERVIEW

This can be an intimidating process but try to relax during the interview as much as possible.

**You should show enthusiasm for the company and the type of work you will be expected to do.** It will help you to do some homework about the company if you can. Having knowledge of things such as what the company does, and the position you are applying for, will also make a favourable impression on a prospective employer.

Examples of questions an employer might ask:

- Why do you think you are suitable for this position?
- Why would you like to work for this company?
- What do you know about this organisation?
- Why did you apply for this job?
- What are your strengths and weaknesses?
- Why do you think we should employ you?
- Tell me about a problem you had and how you solved it.
- Give me an example of a time where you successfully worked in a team.

It often helps to practice your answers before an interview. Ask a friend, teacher or parent to role-play an interview with you.

**For guidance on writing a resume and cover letter and preparing for interviews, visit: [jobjumpstart.gov.au](http://jobjumpstart.gov.au)**

## RIGHTS AT WORK

If you are leaving school and are heading straight for the workforce, it is vital you understand your rights as a worker including leave, workplace bullying and discrimination and even ending employment, pay and conditions such as National Employment Standards, modern awards, enterprise agreements and types of employment.

**Need answers to your questions about work, try:**

**Your trade union** (see next column).

The **Australian Unions Support centre** is a great place to start and has information around the sources of employment rights, such as National Employment Standards, modern awards, enterprise agreements and types of employment.

**Australian Unions: 1300 362 223.**

**Fair Work Ombudsman.** They can offer useful information such as what the minimum rate of pay you should be entitled to and what the conditions of employment for your job are. The Fair Work Ombudsman also has the power to investigate if required.

**Fair Work Ombudsman:**  
[fairwork.gov.au](http://fairwork.gov.au)

**The Guide for Young Workers on the Fair Work website.** This guide is useful for students transitioning from school to work or working part-time while studying.

**Guide for Young Workers:**

[fairwork.gov.au/how-we-will-help/templates-and-guides/best-practice-guides/a-guide-for-young-workers](http://fairwork.gov.au/how-we-will-help/templates-and-guides/best-practice-guides/a-guide-for-young-workers)

## WHAT IS A UNION?

Throughout Australia's history, unions have given working people a voice in their workplaces and in broader society.

Unions play an important role in the workplace.

Some of the key roles include being able to resolve workplace issues by being a voice for employees and acting as a bargaining representative during bargaining negotiations.

Other key features of unions include:

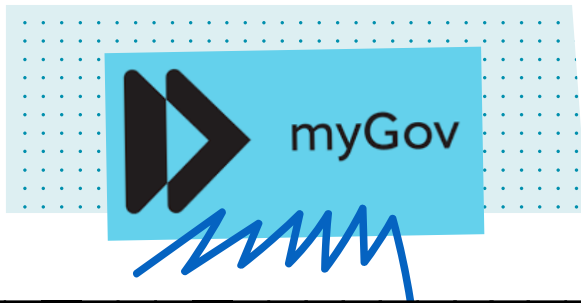
- working with management to help resolve workplace issues
- being an advocate for employees
- ensuring employers are meeting their minimum obligations looking into suspected breaches of workplace laws, discrimination laws, and workplace safety laws.

## HOW DO I JOIN MY UNION?

The Australian Council of Trade Unions (ACTU) is the peak National Union Body.

**You can join a union through the ACTU's website at [australianunions.org.au](http://australianunions.org.au) or by calling 1300 362 223.**





## MY GOV INFORMATION

### WHAT IS MYGOV?

myGov is a simple and secure way to access government services online and all in one place.

When you create a myGov account you can link to Centrelink, Medicare, ATO, and a range of other government services.

With a myGov account, you can:

- get messages sent to your secure myGov Inbox
- update your personal details
- be confident your personal information is secure
- access your online accounts overseas
- link to other government services.

### MYGOV APP

The myGov app makes using myGov simpler and easier.

With the myGov app its:

- simpler to sign in to myGov
- easier to view and manage your Inbox messages
- quicker to access linked services.

There's also a new digital wallet that helps strengthen the security of your government digital cards and certificates.

**You need a myGov account to set up the app. If you don't have a myGov account, go to [mygov.au](https://mygov.au) to create one.**

### LINK OTHER SERVICES TO YOUR MYGOV ACCOUNT:

- Australian Taxation Office
- Centrelink
- Department of Health Applications Portal
- Individual Healthcare Identifiers service
- Medicare
- My Health Record
- National Disability Insurance Scheme
- National Redress Scheme
- Workforce Australia

# THE MINIMUM WAGE

## IT PAYS TO CHECK YOUR PAY !!!

### What is the minimum wage?

The minimum wage is the lowest amount (or the base hourly rate) you can legally be paid for the work you do.

**As of 1 July 2024, the National Minimum Wage was lifted to \$24.10 per hour.**

For the majority of workers, the minimum wage is set by the

Award that covers your industry or occupation.

The minimum wage doesn't include additional payments you may be entitled to including bonuses, allowances, penalty rates or casual loading, which are paid on top of your wages.

Anything below the national minimum wage is illegal unless you fall into one or more of the below categories:

- **Young workers under 21 years of age**
- Workers on the Supported Wage System
- Apprentices and Trainees

### Young Workers

**Different minimum wages may apply to workers who are younger than 21.**

Minimum wages for young workers are calculated as a percentage of the national minimum wage. **This table shows the minimum rate you can be paid, depending on your age.**

Age	Percentage	Hourly minimum
Under 16	36.8%	\$8.86
16	47.3%	\$11.39
17	57.8%	\$13.92
18	68.3%	\$16.46
19	82.5%	\$19.88
20	97.7%	\$23.55

Under certain Awards or enterprise bargaining agreements, young workers may be entitled to the full adult minimum wage.

### Not getting paid what you should?

Contact Australian Unions on **1300 486 466** or [australianunions.org.au](http://australianunions.org.au)

## WHAT'S NOT OK AT WORK



Not receiving a payslip every time you get paid



Being paid in goods and services instead of money (for example, food)



Unpaid trials are against the law. You must be paid for work you do



Being sacked because you were sick or injured



Having money deducted from your wages without your permission (not including tax)

If you are unsure about your rights at work, or think you may be being underpaid you should contact Australian Unions on **1300 486 466** or [australianunions.org.au](http://australianunions.org.au)

# TAXATION



## WHY DO WE PAY TAX?

The Australian Taxation Office (ATO) collects taxes for the Australian Government. The taxes we all pay fund community services such as:

- health care
- education
- emergency services
- roads and train lines
- the Australian Defence Force
- welfare and disaster relief.

Having the services, we all value depends on everyone paying the right amount of tax.

**When do I need to lodge a tax return?** When you have tax taken out of your pay during the year or earn over \$18,200 during the income year, you need to lodge a tax return.

For more information on How to Pay Tax visit [ato.gov.au](https://ato.gov.au)

## What is a tax file number?

Your tax file number (TFN) is your personal reference number in the tax and superannuation systems.

Your TFN is an important part of your tax and superannuation records as well as your identity, so keep it secure. Your TFN is yours for life. You keep the same TFN even if you change your name, change jobs, move interstate, or go overseas.

You can apply for a TFN and find more information at [ato.gov.au](https://ato.gov.au)

## Lost your Tax File Number?

If you already have a TFN and don't remember the number, you can find it online in ATO online services via your myGov account.

If you don't have a myGov account, you can usually find your TFN on:

- your income tax notice of assessment, if you have lodged a tax return
- letters you have received from the ATO, such as a statement of account
- a payment summary or income statement (provided by your employer)
- your superannuation account statement.

If you still can't find your TFN after checking these options, phone the ATO on 13 28 61.

# SUPERANNUATION

## WHAT IS

## SUPERANNUATION?

Superannuation is money set aside during your working life for when you retire. Super is a long-term investment which grows over time.

Superannuation begins when you start work and your employer starts paying a portion of your salary or wages into your superannuation for you.

The earlier you learn about what you are entitled to, what your employer needs to pay, and limits that apply, the better off you will be when you retire.

Most people can choose the fund their super goes into. You can do so by using a Superannuation standard choice form when you start a new job. You should discuss your eligibility to choose a fund and this form with your employer.

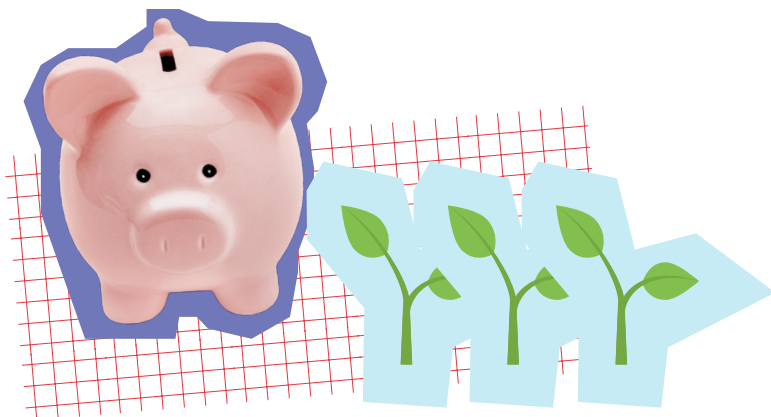
## What if I already have a superfund from a previous part-time job?

In 2021, 'stapling' legislation passed, which requires employers to make super guarantee contributions to their new employees existing super fund unless otherwise instructed.

The employee can still choose to join the employers default fund or another eligible fund.

## What happens when I have more than one superfund?

To protect superfund members from fee erosion, the ATO will proactively consolidate inactive low-balance accounts into your active super account on your behalf where multiple accounts are operating.



# FINANCIAL SUPPORT

## POTENTIAL PAYMENTS YOU COULD BE ELIGIBLE FOR INCLUDE:

### EDUCATION

Find out more about payments you can get when training or studying at university or TAFE by going to [servicesaustralia.gov.au/education](https://servicesaustralia.gov.au/education)

### HOUSING

Find out more information about Rent Assistance and if you are eligible by going to [servicesaustralia.gov.au/rent-assistance](https://servicesaustralia.gov.au/rent-assistance)

If you're unsure about the payments and services you may be eligible for, check out the online tool at [centrelink.gov.au](https://centrelink.gov.au)



**centrelink**

## Youth Allowance

**Youth Allowance is financial help from Services Australia** if you're 24 or younger and a student or Australian Apprentice, or 21 or younger and looking for work.

To get Youth Allowance as a student or an Australian Apprentice you must be under 24 years of age and be completing an approved course or full time Australian Apprenticeship. You must also satisfy an income test and meet the parental means test.

To get Youth Allowance as a job seeker you must be under 21 years of age and looking for full-time work or studying part time and looking for work or temporarily unable to work.

For more info:

Youth Allowance for Students and Australian Apprentices: [servicesaustralia.gov.au/individuals/services/centrelink/youth-allowance-students-and-australian-apprentices](https://servicesaustralia.gov.au/individuals/services/centrelink/youth-allowance-students-and-australian-apprentices)

Youth Allowance for Job Seekers: [servicesaustralia.gov.au/individuals/services/centrelink/youth-allowance-job-seekers](https://servicesaustralia.gov.au/individuals/services/centrelink/youth-allowance-job-seekers)

# INDIGENOUS SCHOOL LEAVERS

**ABSTUDY:** Aboriginal and Torres Strait Islander Study Scheme ABSTUDY provides means-tested living allowance and other supplementary benefits to eligible secondary and tertiary students. ABSTUDY can assist with your study costs and housing if you need to travel to study.

For more info: [servicesaustralia.gov.au/individuals/services/centrelink/abstudy](https://servicesaustralia.gov.au/individuals/services/centrelink/abstudy) or call the **ABSTUDY Hotline on 1800 132 317**.

## Indigenous Employment

The Australian Government offers a large range of employment programs and assistance for Aboriginal and Torres Strait Islander people.

For more info about the Indigenous Skills and Employment Program (ISEP): [niaa.gov.au/indigenous-affairs/employment/indigenous-skills-and-employment-program-isep](https://niaa.gov.au/indigenous-affairs/employment/indigenous-skills-and-employment-program-isep)

## Gadigal Centre (USyd)

The Gadigal Centre is the University of Sydney's dedicated student centre for Aboriginal and Torres Strait Islander students.

They provide access to academic, pastoral and cultural support services as well as academic and social enrichment programs like ITAS and MOBS to ensure you get the most out of your university experience.

For more info: [sydney.edu.au](https://sydney.edu.au)

## Jumbunna Institute for Indigenous Education and Research (UTS)

The Jumbunna Institute for Indigenous Education and Research aims to produce the highest quality research on Indigenous legal and policy issues and to develop highly skilled Indigenous researchers.

More info: [uts.edu.au](https://uts.edu.au)  
[Jumbunna@uts.edu.au](mailto:Jumbunna@uts.edu.au)  
1800 064 312





# SCHOOL LEAVERS WITH DISABILITIES



## NDIS Participants

The School Leaver Employment Support (SLES) is a new NDIS support which may help you.

SLES is about giving you the skills and confidence to help you move from school to employment. It offers individualised support for up to two years after finishing Year 12 to help you get ready for work and plan your pathway to employment.

For more info:  
[ndis.gov.au/  
participants/  
finding-keeping-  
and-changing-jobs](https://www.ndis.gov.au/participants/finding-keeping-and-changing-jobs)

## Disability Employment Services

Disability Employment Services (DES) is the Australian Government's employment service that helps people with disability find work and keep a job.

Jobseekers can access DES either through referral by the Services Australia - generally for those receiving Centrelink payments - or by directly registering with a DES provider of their choice.

Visit [jobaccess.gov.au/find-a-provider](https://www.jobaccess.gov.au/find-a-provider) to find a DES provider.

## JobAccess

JobAccess is the national hub for workplace and employment information for people with a disability, employers and service providers.

Created by the Australian Government, it brings together the information and resources that can assist disability employment.

For more info:  
[jobaccess.gov.au](https://www.jobaccess.gov.au)  
or call the advice line on **1800 464 800**.



# HEALTH AND WELLBEING

## WHAT IS MEDICARE?

Medicare is Australia's universal healthcare system. It helps Australians with the cost of their healthcare by providing access to a wide range of health and public hospital services at low or no cost.

You will need your Medicare card when you see any health professional, like a doctor or a specialist, visit a public hospital, or to get prescription medicine from the chemist.

If you're on your parent's Medicare card, you're already enrolled. This means you don't need to re-enrol. When you're 15 years old, you can get your own Medicare card.

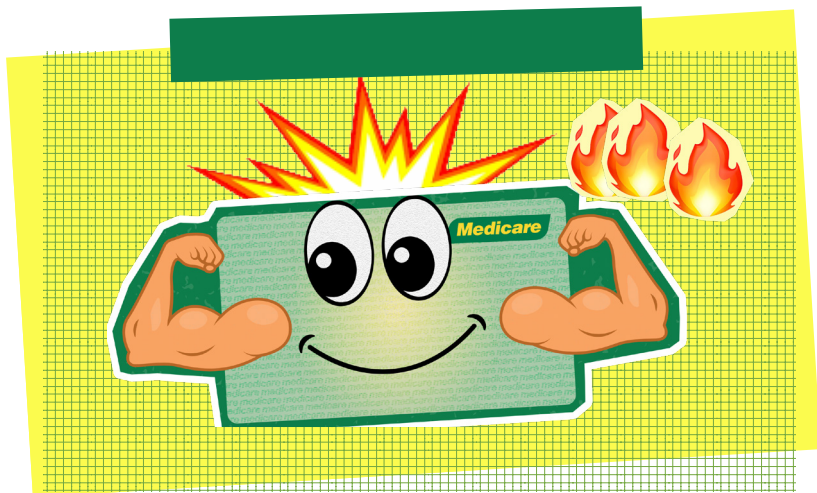
## HOW DO I APPLY FOR A MEDICARE CARD?

You can apply for a Medicare card by completing an application form at your local Medicare office, or online.

## HEALTH CARE CARD

If you receive a Centrelink benefit such as Youth Allowance, you may qualify for a Health Care Card. This entitles you to cheaper medicines, doctors, dentists, and optometrist appointments, and even some assistance on your energy bills if you receive an eligible payment from Services Australia.

For more information about Medicare coverage, applying for a Medicare or Health Care Card, visit: [servicesaustralia.gov.au/medicare](https://servicesaustralia.gov.au/medicare) or call 13 20 11



# MENTAL HEALTH

We all experience challenges with our mental health and wellbeing from time to time and we can't deal with these on our own.

**SYMPTOMS:** There are many types of mental health conditions and disorders, most common are anxiety; affective disorders, including depression; substance use disorders, including alcohol use. They can be short or long term and affect people in different ways.

## GETTING HELP

As a first step, seek online or phone support, or talk to your doctor.

**Head to Health** provides information, advice, and links to free or low-cost phone and online mental health services to help you or someone you know.

You can also access **Head to Health centres** by calling **1800 595 212** and asking for support, or by visiting your nearest centre – whatever you feel most comfortable with. Support through Head to Health centres is free. No appointment or GP referral is required.

The **Better Access initiative** provides Medicare rebates for support and treatment for people with mild to moderate mental health conditions. Talk to your GP about whether treatment under Better Access is suitable for your needs.

### Healthdirect

Healthdirect provides quality, approved mental health information, advice and resources and information on various conditions. **For more info, visit: [healthdirect.gov.au](http://healthdirect.gov.au)**

**HEAD TO  
HEALTH**

**1800 595 212**  
**[headtohealth.gov.au](http://headtohealth.gov.au)**



**1800 650 890 [headspace.org.au](https://www.headspace.org.au)**

**OUR LOCAL: HEADSPACE  
CAMPERDOWN**

**Lvl 2, 97 Church St, Camperdown**

**Phone: (02) 9114 4100**

**HeadSpace** supports young people with their mental health, physical health (including sexual health), alcohol and other drug services, as well as work and study support.

With a focus on early intervention, they work with young people to help get them back on track and strengthen their ability to manage their mental health in the future.

You can find your local HeadSpace centre or chat privately with their professional counsellors over the phone or via webchat, seven days a week between **9am – 1am (AEDT)** by going to **[headspace.org.au](https://www.headspace.org.au)**.

Note - headspace is not an emergency service, so if you need immediate assistance, contact mental health services, go to your local hospital emergency department or call emergency services on 000.



**Lifeline 13 11 14** is a 24-hour telephone counselling service for young people and adults.



Information and counselling for age 5-25 years. **1800 551 800**  
**[kidshelpline.com.au](https://www.kidshelpline.com.au)**



**(03) 9810 6100**  
**[beyondblue.org.au](https://www.beyondblue.org.au)**

Beyond Blue provides a variety of services for those seeking support. You can connect with their online peer support community, chat to a counsellor through the Beyond Blue Support or find a mental health professional to access the best support for you.

# AUSTRALIAN DEMOCRACY

## THE THREE LEVELS OF GOVERNMENT

In Australia there are three levels of Government:

- 1 Local Councils** are responsible for building regulations, development applications, community facilities, roads, parks, recreational facilities and waste management.
- 2 State Governments** are responsible for police, transport, hospitals, schools and social housing.
- 3 Federal Government** is responsible for defence, immigration, foreign affairs, trade, communication services like Australia Post and NBN, taxation and many other things.



### Federal Government

Raises money through taxing incomes, spending and businesses.



DEFENCE	TRADE
IMMIGRATION	FOREIGN AFFAIRS
NBN	SERVICES AUSTRALIA

### State Government

Receives more than half of their money from the Federal Government and also collects taxes.



POLICE	TRANSPORT
HOSPITALS	SCHOOLS
SOCIAL HOUSING	

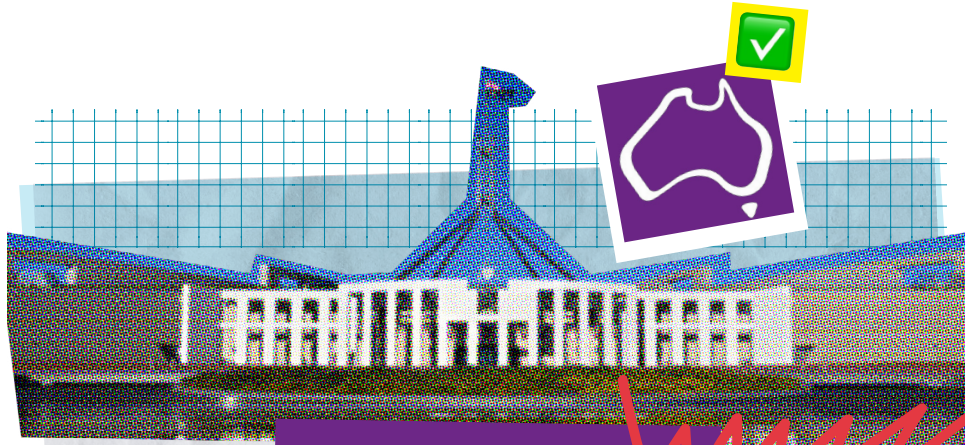
### Local Councils

Collects taxes (rates) from all local property owners and receives money from Federal and State Governments.



ROADS	WASTE MANAGEMENT
PARKS	SEWERAGE
TOWN PLANNING	

As your representative to the Australian Parliament, if you have a question or enquiries about Federal Government matters, please don't hesitate to contact me or my staff at [Tanya.Plibersek.MP@aph.gov.au](mailto:Tanya.Plibersek.MP@aph.gov.au) or call (02) 9379 0700.



## VOTING

### WHY DO I HAVE TO VOTE?

Voting – it’s a part of turning 18. It’s also your chance to have a say on who runs our country and who represents you in our Parliament!

Voting in Australia is compulsory by law for all eligible Australian citizens. You risk getting a fine if you don’t vote in your national, state or territory elections.

To cast your vote, you’ll need to be enrolled with the Australian Electoral Commission.

If you are 16 or 17 years old, you can enrol now so once you turn 18, you will be able to vote.

### WHEN DO I VOTE?

All eligible Australian citizens are required to enrol and vote in elections, by-elections, and referendums.

### MOVING ADDRESS OR INTERSTATE?

When you move house, or if you change your name, you must update your details on the electoral roll.

You can also update or correct other personal details such as mobile number or email.

Go to [aec.gov.au](http://aec.gov.au) to enrol, update or check your details, or find out more information or call 13 23 26



### OR FILL IN THE FORM ON NEXT PAGE

You can upload a scan of this completed enrolment form at [aec.gov.au/enrol/send-form.htm](http://aec.gov.au/enrol/send-form.htm).





# Enrol to vote or update your details

for federal, state and local government elections in New South Wales

You can complete this form online today at [www.aec.gov.au](http://www.aec.gov.au)



12 Office use only – Date received Notation CATS NIN

## 1 Your current name

If completing by hand use a  where appropriate. Use black or blue pen and BLOCK LETTERS

Mr  Mrs  Miss  Ms  Other

Family name   
Given name(s)

### If notifying a change of name

Previous family name   
Previous given name(s)

## 2 Date of birth (dd/mm/yyyy)

.   .

Gender

Occupation

## 3 Current residential address

Clearly identify your residential address. A locality name or mail service number is not enough

State  Postcode

### Current postal address

Leave blank if the same as your residential address

State  Postcode

### If notifying a change of address

Previous residential address

State  Postcode

## 4 Phone numbers

Mobile  Daytime (  )

### Email address

## 5 Citizenship status

To enrol you must be an Australian citizen, or a British subject who was on the Commonwealth electoral roll on 25 January 1984

Australian citizen by birth Town of birth  State or territory

or

I have become an Australian citizen Citizenship certificate number

Country of birth   
Name on citizenship certificate

or

British subject who was enrolled on 25 January 1984 Country of birth   
Name on 25 January 1984

## 6 Evidence of your identity

Complete ONE option only

Australian driver's licence Number  State or territory

OR

Australian passport Number

OR

A person who is on the Commonwealth electoral roll will confirm my identity

Person's name and address (BLOCK LETTERS)

Date of birth (dd/mm/yyyy)    .

### Declaration by person confirming your identity

- I am on the Commonwealth electoral roll, and
- I confirm the identity of the applicant.

Signature

## 7 Your declaration

- I am eligible to enrol at my current residential address as listed at Question 3 and claim enrolment for federal, state and local government elections in NSW
- The information I have given on this form is true and complete, and
- I understand that giving false or misleading information is a serious offence.

Your signature or mark

NOTE: A person who is on the Commonwealth electoral roll must confirm the elector's identity at Question 6 if the elector has made a mark because they are unable to sign their name.

# USEFUL CONTACTS

## **Emergency (Police, Fire, Ambulance) 000**

Police Assistance Line (non-urgent)	131 444
Royal Prince Alfred Hospital	9515 6111
St Vincent's Hospital	8382 1111
State Emergency Service	132 500
Poisons Information Centre	131 126
Lifeline	131 114
Mental Health Line	1800 011 511
Headspace (Camperdown)	02 9114 4100
Beyondblue	1300 224 636
Medicare	132 011
National Disability Insurance Agency (NDIA)	1800 800 110
JobAccess	1800 464 800
ABSTUDY	1800 132 317
Youth Allowance	132 490
Australian Taxation Office (Individuals)	132 861
Universities Admission Centre	9752 0200
Smart and Skilled	1300 772 104
TAFE NSW	131 601
Australian Apprenticeships	1300 363 831
Fair Work Ombudsman	131 394
Australian Council of Trade Unions	1300 362 223
Redfern Legal Centre	9698 7277
Tenant's Union NSW	8117 3700
Australian Electoral Commission	132 326
Transport Infoline	131 500

## **Our Local State Members of Parliament**

Alex Greenwich MP, Member for Sydney	9267 5999
Ron Hoenig MP, Member for Heffron	9699 8166
Jenny Leong MP, Member for Newtown	9517 2800
Kobi Shetty MP, Member for Balmain	9660 7586

## **Our Local Councils**

City of Sydney Council	9265 9333
Inner West Council	9392 5000





# VOLUNTEERING

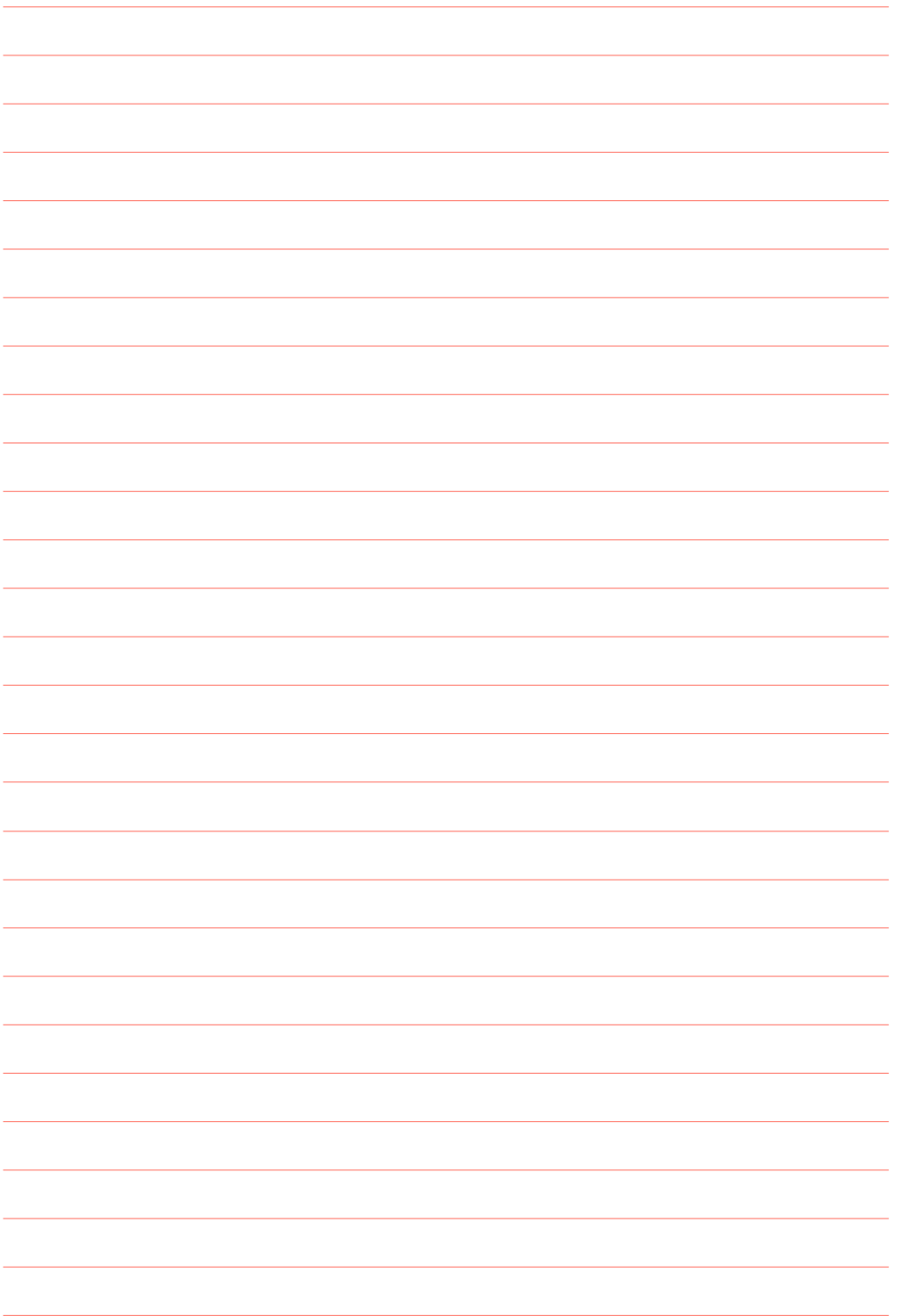
**Volunteering is an extremely satisfying way to repay the community in which you live.**

Potential employers also regard volunteering roles highly as it shows a dedication to your community and your willingness to give back.

There are many volunteering opportunities available, depending on how much time you have available. Some volunteering may give you the skills to enhance your ability to participate in the work force.

**For more information about volunteering, visit NSW Volunteering at: [volunteering.nsw.gov.au](http://volunteering.nsw.gov.au)**







**Tanya Plibersek MP**

**Federal Member for Sydney**

 **(02) 9379 0700**

 **Tanya.Plibersek.MP@aph.gov.au**

 **Tanya.Plibersek**

 **@TanyaPlibersek**

 **@Tanya\_Plibersek**

 **tanyaplibersek.com**