



WOMEN'S *MONEY* MATTERS

A financial resource
for women leaving
domestic violence in
the ACT

Introduction

Financial security is an important aspect of the health and wellbeing of women in the ACT and access to good information is crucial in maintaining independence and facilitating choice. Women have very different financial needs than men and are more likely to require financial support or advice at particular life stages or relationship changes.

Women experiencing domestic violence in the ACT (especially as parents) face pressures in managing their money and their financial situation which contributes to their isolation. They may make several attempts to leave a domestic violence relationship and may be forced to return for financial and economic reasons. Financial support and knowledge is frequently the difference between violence and safety for many women, and once they have left, separating their finances and financial obligations from their abusive partners is important to starting a new life.

Understanding who to talk to, how to safely plan for leaving, what needs to be considered and what support options are available all contribute to helping to support a woman to leave domestic violence. This resource aims to provide these women (and their friends or family members, or services who may be supporting them) with local, accessible and reliable information to help guide them with their specific needs, and to help improve their financial knowledge and access to support in the ACT.

Acknowledgements

Special thanks to the Care Financial Counselling Service for the specialist expertise and knowledge they provided to the development of the content. Many thanks also to the local community organisations that contributed their expertise, feedback and support - especially the Domestic Violence Crisis Service - and to the individual women who helped to identify their needs and provide feedback.

Thank you also to the ACT Government for providing funding for the development of this resource.



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About the Women's Centre for Health Matters Inc. (WCHM)

WCHM is a community based organisation which works in the ACT and surrounding region to improve women's health and wellbeing. WCHM believes that the environment and life circumstances which each woman experiences affects her health outcomes. WCHM focuses on areas of possible disadvantage and uses social research, advocacy, community development and health promotion to provide information and skills that can empower ACT women to enhance their own health and wellbeing.

WOMEN'S MONEY MATTERS!

A financial resource for women leaving domestic violence in the ACT

Who is this resource for?

You may be a woman in the ACT who is experiencing or has recently experienced domestic violence.

You may still be with your partner and thinking about leaving but worried about the financial implications for you (and your children) if you decide to leave, and unsure of what financial support is available to you.

Or you may have already separated from your partner and feel that you need some more information on being financially independent or unsure of what financial supports are available.

Or you may be a friend or relative of someone who is living with domestic violence and want to know how to help them to know what financial support is available in the ACT.

Or you may be an ACT service provider looking for information to support a woman who has accessed your service.

No matter which situation applies to you, this resource aims to provide you with useful local ACT information and advice about how to access assistance with managing money, budgeting, debts and bills; banking options; how to access financial support for housing, health, transport and food etc; what legal advice is available; using financial products and services; and what local financial support services are available.

Disclaimer:

Please note that this resource should not be considered as legal advice or financial counselling. The information provided is general in nature, and everyone's situation is different.

Every effort has been made to ensure that the information in this resource is accurate at the time of publishing, but readers are advised to seek specific advice and information in relation to their particular situation from the domestic violence, financial, legal and other local services detailed in this resource.

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Who can I talk to about money before, during and after I leave violence?

You might not know where to start and need to talk to someone about money and what to do first. In Canberra there are financial counselling services which can give you free, confidential and practical financial advice and information. These services have experience with helping women who are leaving violence, or have left violence.

What is a financial counsellor?

Financial counsellors are qualified professionals who can help you deal with the financial issues of leaving a violent relationship. Their services are free, independent, non-judgemental and confidential. They generally work in community organisations and provide information, support and advocacy. You can talk to a financial counsellor about the following kinds of financial issues:

- Help with budgeting and access to financial support
- Advice about financial matters like taxation, Centrelink or Child Support
- How to handle your debts
- How to negotiate with creditors
- Dealing with joint accounts or bills
- How to live on a lower income

Financial counselling services do not provide money, vouchers or emergency relief.

Care Inc. Financial Counselling Service

Care's services are free for people on low to moderate incomes. Care Financial Counselling Service can provide you with financial counselling information, casework and advocacy; work with you to develop a plan to improve your situation; if appropriate, negotiate with the people you owe money to; and refer you to other assistance if necessary.

Website:	www.carefcs.org
Address:	1st Floor, Waldorf Apartments, 2 Akuna Street Canberra City
Ph:	1800 007 007 or 02 6257 1788
Email:	admin@carefcs.org
Opening hours:	Monday - Friday 9am to 5pm

Salvation Army's Moneycare, Canberra

The Salvation Army's Moneycare service provides free and confidential financial counselling for people facing financial difficulties or wanting to avoid financial difficulties in the future. They are able to help with a range of issues including budgeting, credit, debt and repossession.

Link to the website to find details about your local centre.

Website: <https://salvos.org.au/need-help/financial-assistance/financial-counselling/>

Phone: 1300 371 288

Please note that not all Moneycare services are full time and that due to demand for services there may be a waiting period before an appointment is available.

Will I need to access legal advice to protect my finances?

It is important that you also get legal advice as soon as possible to understand and protect your finances.

The Women's Legal Centre

The Women's Legal Centre is a community legal centre for women in Canberra and the surrounding area. The Centre is run by women and aims to improve women's access to justice. The Centre advises on a wide range of legal problems such as domestic violence; divorce and separation; disputes over children; property settlement; child support; going to court; unfair dismissal; and other employment rights.

If you need more assistance or if your problem is outside the Centre's area of expertise, the Centre also offers referral to appropriate lawyers and other support services.

Website: <http://womenslegalact.org/>

The Centre offers free, confidential telephone advice Monday to Friday 9am to 5pm.

Phone: From Canberra **(02) 6257 4377**

 Outside Canberra **1800 634 669**

There is no drop-in service at the Centre. Unless you have made an appointment there is unlikely to be a lawyer able to see you. In most cases initial advice can be given by telephone. If necessary, an appointment to see a lawyer is then made. Reasons for appointments include wanting a support person with you, needing help to fill in a form and having questions about documents.

Appointments are available Monday to Friday between 9am and 5pm and every Tuesday evening between 5.30pm and 7pm. If you think you need an appointment, ring the advice service:

Consumer Law Centre

The Consumer Law Centre is a non-profit community legal centre that provides free legal advice and assistance to people with low and moderate incomes. They specialise in the areas of consumer credit (mortgages, credit cards and personal loans), debt recovery, banking, bankruptcy, insurance, simple contracts, general fair trading and consumer protection.

Website <https://www.carefcs.org/consumer-law-centre>

Their opening hours are 9am to 5pm, Monday to Friday.

Phone: 6143 0044.

How do I safely start planning my finances?

If you are thinking about leaving, or even if you are not ready to leave your relationship, it can be helpful to safely start to make your financial position more secure and independent through a financial action plan. If it is safe to do so, try to:

1. **Pull together identification and any documents relating to finance for you and any children you may have.** If you cannot take the originals, make copies or scans, take photos or note down important reference numbers. Having these on hand will make it easier for you to access support when you leave. Store these in a safe space, like at a trustworthy friend or family member's home or at your workplace in a safe, secure place.

Key documents include:

- **Identification**
 - Driver's licence
 - Passport
 - proof of age card
 - birth certificate
 - Marriage certificate
- **Financial documentation**
 - Bank cards, credit cards and/or cheque book
 - Details and passwords to bank accounts, including internet and telephone banking passwords
 - Details of any government benefit payments
 - Details of any superannuation accounts
- **Account statements in your name**
 - Details of any bills or accounts which are either in your name or in a joint account with the person using violence, like utility accounts, bank accounts, credit cards and/or loans.
 - Details of children's accounts
 - Details of any joint debts you have with the person using violence
- **Accommodation documentation**
 - Documentation of any personal or joint accommodation arrangements, i.e. home ownership, tenancy or mortgage accounts.
 - Any utility accounts in your name related to the property
- **Health cards**
 - Medicare card

- Health Care Cards
- Health insurance card
- **Tax documents**
 - Tax file number
 - Your most recent Notice of Assessment from the Australian Tax Office if you have one
- **Immigration documentation**
 - Visa or residency documentation
- **Important phone numbers**
 - Phone numbers of any close friends or family who may be able to help you

2. Set up a safe and confidential way to be contacted without the person using violence knowing. You could do this by:

- setting up a new email account an Australia Post account gives you access to secure online services where you can redirect or hold your mail, manage your parcel deliveries and more. (Phone: 13 7678); or
- using an alternative postal address of a trustworthy friend or family member.

Keep any record of these safe by storing the documentation securely. Use a computer, Smartphone or tablet that the person using violence against you does not have access to, like a work or public library computer. This is to safeguard you from any spyware which may have been installed on your devices.

Remember to also always keep your passwords safe, and to delete your browsing history.

How do I delete my browsing history on the internet?

The way you delete your browsing history depends on which internet browser you are using. Internet browsers are applications which let you browse the internet. Major internet browsers include Google Chrome, Internet Explorer, Safari and Mozilla Firefox.

As a general rule you can delete your browsing history by following these steps:

1. In the toolbar or menu select 'Tools'.
2. Under the 'Tools' drop down menu select 'History'.
3. Select 'Clear History'. This may also be called 'Clear Recent History', 'Clear Private data' or 'Delete Browsing History'.

If you are having trouble deleting your internet history, try asking a friend or family member to show you how. You could also ask a librarian, or do an internet search for 'How to delete

internet browsing history'.

3. Create an escape fund by setting aside money where you can.

If the person using violence controls your money, try to gradually put away small amounts that may not be missed. Every little bit counts.

Find a safe space for your escape fund:

- Leave money with trustworthy friends or family members; or
- Open a new bank account at a different bank. Be sure to have statements sent to a different address or sent electronically to a new email address. Access your statements at work (if you can), in a free internet space, such as ACT Libraries, or at a friend or family member's house. Always be sure to erase your search history wherever you are and keep your passwords safe.

4. Collect essential items you'll need when you leave

If it is safe, slowly collect items that are less likely to be noticed by the person using violence - like basic clothing, medications or toiletries for you and your children.

Store these with a trustworthy friend or family member or at work if you can, making sure they are secure.

What if I don't have current, or up to date, proof of identification (ID)?

You may have left home without any identification (ID) or you may not have any up-to-date ID for when you do leave. If you can't access it safely or it has expired, it is important that you start to organise new ID as soon as possible.

This is because you will need valid and up-to-date ID to get essential services like Centrelink and Medicare support, bank accounts and a driver's license.

Below is information about how and where to get ID, different types of ID and the related costs.

What will I need to get ID?

You may have some forms of ID that you can use. This includes a driver's licence, proof-of-age card, passport and/or Medicare card. You can use these to get other forms of ID.

To get most forms of ID you will need to show 100 points or over of original ID documents when you apply. This means you will have to show several forms of ID to get another form of ID.

Below is a list of different popular types of ID and their points value.*

ID type	Points
Australian Birth Certificate	70
Australian Passport (current)	70
Bank/Financial Institution card, statement or passbook	40
Australian Driver Licence - Motor vehicle	40
Australian Divorce Papers	40
Australian Marriage Certificate	40
Proof of Age Card	40
Reference from an Indigenous Organisation	20
Medicare Card	20
Current Motor Vehicle Registration	20

Rates Notice less than 12 months old	20
Utility Account less than 12 months old	20
Electoral Enrolment	10
Notice of Assessment	10

*The points system may vary depending on the authority.

An example of 100 points of ID looks like this:

1 x Australian Birth Certificate	70
1 x Medicare Card	20
1 x Utility Account less than 12 months old	20
Total	110

What If I have no permanent address?

Because generally you will need proof of address to get some forms of ID, it can be very frustrating if you have no permanent accommodation after you leave violence.

If you are struggling to get ID because of this, you may be able to get help and advice from Centrelink or the Domestic Violence Crisis Service (02) 6280 0900. You may also be able to talk with family, friends or services about using their address for mailing and contact purposes. You will need to discuss this with them before you use their address.

If I need to get ID where can I get it?

Below is a list of basic forms of ID that you might need to get, and how you can get them.

ID	Where?
Australian Birth Certificate 70 points	Visit the Access Canberra website: Birth Certificate section. You will find information about how to complete an online 'Application for Certificate' on this webpage. Fill this form out and follow the instructions on the form. If you do not have access to a computer and the internet, you can call them on 13 22 81. You can call them Monday to Friday 7am-8pm, and on weekends

	<p>from 8am-5pm.</p> <p>Access Canberra</p> <p>Access Canberra has service centres at various locations in Canberra.</p> <p>Belconnen</p> <p>Address: Swanson Plaza, Swanson Court, Belconnen ACT 2616</p> <p>Opening hours: Monday to Friday - 9am to 4pm</p> <p>Dickson</p> <p>Address: 480 Northbourne Avenue, Dickson (Next to the Dickson Interchange for light rail and bus services)</p> <p>Opening hours: Monday to Friday - 9:00am to 4:00pm</p> <p>Gungahlin</p> <p>Address: Winyu House, 125 Gungahlin Place, Gungahlin</p> <p>Opening hours: Monday to Friday - 9:00am to 4:00pm</p> <p>Tuggeranong</p> <p>Address: Homeworld Shopping Centre, Scollay Street, Tuggeranong</p> <p>Opening hours: Monday to Friday - 9am to 4pm</p> <p>Woden</p> <p>Address: Level 3, Cosmopolitan Centre, (Woden Town Square entrance), 21 Bowes Street, Woden</p> <p>Opening hours: Monday to Friday - 9am to 4pm</p> <p>Fees apply – If you have a concession card you may be able to get a discount.</p>
<p>Australian Passport</p> <p>70 points</p>	<p>You will need to fill out an application form to get an Australian passport. Passport application forms are</p>

	<p>available from at Australia Post outlets.</p> <p>Application forms can also be lodged at an Australia Post outlet.</p> <p>Contact the Australian Passport Information Service on 131 232 for more information.</p>
<p>Proof of Age</p> <p>40 points</p>	<p>Visit any Access Canberra Service Centre to get a Proof of Identity card or ACT Driver's Licence. Fees apply.</p> <p>You can call them on 13 22 81.</p>
<p>Driver's Licence</p> <p>40 points</p>	<p>Access Canberra</p> <p>Access Canberra has service centres at various locations in Canberra.</p> <p>Belconnen</p> <p>Address: Swanson Plaza, Swanson Court, Belconnen ACT 2616</p> <p>Opening hours: Monday to Friday - 9am to 4pm</p> <p>Dickson</p> <p>Address: 480 Northbourne Avenue, Dickson (Next to the Dickson Interchange for light rail and bus services)</p> <p>Opening hours: Monday to Friday - 9:00am to 4:00pm</p> <p>Gungahlin</p> <p>Address: Winyu House, 125 Gungahlin Place, Gungahlin</p> <p>Opening hours: Monday to Friday - 9:00am to 4:00pm</p> <p>Tuggeranong</p> <p>Address: Homeworld Shopping Centre, Scollay Street, Tuggeranong</p> <p>Opening hours: Monday to Friday - 9am to 4pm</p> <p>Woden</p> <p>Address: Level 3, Cosmopolitan Centre, (Woden Town</p>

	<p>Square entrance), 21 Bowes Street, Woden</p> <p>Opening hours: Monday to Friday - 9am to 4pm</p>
<p>Bank/Financial Institution Card or statement</p> <p>40 points</p>	<p>When you apply for a new bank account you will automatically be issued with a new card. You can get this sent to a safe address for you or you may be able to arrange to pick it up at your local branch.</p>
<p>Medicare Card</p> <p>20 points</p>	<p>If your Medicare card has expired or is lost or stolen you can ask Medicare for a replacement free of charge.</p> <p>You can do this by:</p> <ul style="list-style-type: none"> • calling the Medicare general enquiries line; or • using your <u>Medicare online account</u> through <u>myGov</u> or the <u>Express Plus Medicare mobile app</u>. <p>General Enquiries line: 132 011.</p>

Who can help me get ID?

Getting ID can be a long and frustrating task. Sometimes it might be helpful to have the company of someone who knows where to go and what to expect. You can ask your family and friends for help or contact Domestic Violence Crisis Service (DVCS) (02) 6280 0900 for support and information. Services like DVCS may make calls on your behalf, help you fill out forms and go with you to services.

What do I need to think about in relation to my money and banking?

You are likely to have concerns and questions about banking in the period before, whilst and after you leave violence. This section can help you with information about banking your money safely, how to manage your banking to save you money and how to separate your finances from your partner.

Be mindful that your partner may try to track your movements through your bank statements. This type of monitoring has become easier with the use of internet banking. To avoid this, limit the use of your withdrawing and spending from the account/card until you have set up a new account which only you have access to.

Managing and banking my money

There are lots of choices to make when it comes to managing and banking your money but there are a few things you need to think about:

1. Different types of accounts

Basically there are three main types of accounts. These include:

- **Transaction or everyday accounts**

These are the most basic and common type of bank accounts, and are generally used to receive pays or basic benefits, to take out cash and to pay bills.

- **Savings accounts**

These accounts are used to hold money as savings and are designed to help savings increase, as they tend to have a higher interest rate than basic transaction or everyday accounts. Some savings accounts make it harder for you to access your money, so this makes it less tempting to dip into your savings.

- **Joint accounts**

Joint accounts involve two or more people in the one account, which means that both parties can contribute and access money in the same account. Opening a joint account with other people is a big commitment and it is important to think carefully before you commit to one. Only do it if you completely trust the other person to responsibly access the money in good times and in bad.

2. Fees and charges

Find a bank account that has the least fees and charges possible, as this will help you will keep more of your own money. Look for a basic bank account that offers:

- No account keeping fees
- Free monthly statements
- No minimum deposit amounts
- No overdrawn fees
- The ability to set up and cancel direct debits for free
- Free and unlimited transactions

Make sure you get a copy of the 'terms and conditions' for the account you choose. This should tell you information about fees, charges and interest.

3. Fee free accounts

If you have a Pensioner or Centrelink Health Care Concession Card you may be able to get a fee free account from your bank or credit union if your Centrelink payment is paid into that account. But you may still have a limit on the number of transactions you can make on your account each month and if you go over this number there may be a fee.

The fee free accounts may also have limited interest rates, so if you want to save or can afford to put away even just a little bit of money each fortnight, then a savings account might be better.

4. Processing of payments

Different banks have different processing periods for receiving and transferring money. Even though you make a payment to someone on a particular day, it might not arrive on the same day. Transfers may take a couple of days to be credited to another person's account (particularly if they use a different bank), and this may also be the case for money paid into your account.

If you are worried about how long it will take to receive a payment or to pay somebody else, talk with your bank about their processing times.

Handy tip!

Try to pay your bills a few days earlier than the due date if you can. This will make sure your

payment is processed on time.

If you receive a Centrelink payment you might also like to sign up for Centrepay. This will make sure your bills are paid on time and may help ease some of the stress of paying bills.

Need more information:

For more information check out the Australian Banking Association's website. This has a list of types of basic bank accounts and other useful information about how to reduce fees: <https://www.ausbanking.org.au/for-customers/reducing-fees/>.

Bank staff are employed to help with your banking needs. If you don't feel comfortable asking them for help you may want to ask a family member or friend to go with you when you visit the bank.

There are also community organisations which can help you sort out your banking, such as Care Financial Counselling.

Opening a bank account

If you need to open a bank account before, during or after you leave violence the first thing to think about is what you want from a bank account. Have a look through the above section "What do I need to think about when I bank my money?" for information. Then follow the below steps on opening an account.

1. Visit a bank branch or go online

Once you know what you want you can compare what the banks and credit unions have to offer by visiting their websites or visiting them at a branch during opening hours.

2. Start your application

After you have made a decision to open a bank account the next step is to start an application. You can either visit a bank or credit union branch during business hours or go online at any time of the day to do this.

You will need to fill out an application form. The bank staff should be able to help you with this. You could also bring along a friend or family member to help you if you are feeling nervous about filling out forms.

You will need to have identification like a Drivers Licence or passport with you if you are opening a new account at a new bank. You can also bring along any concession cards you have which may give you access to fee free accounts.

Before you open your account, you will be required to agree to the terms and conditions of the account. This will either be electronically by ticking a box or by signing your name on paper.

3. Wait for your application to be processed

When you have finished your application there will be a processing time. Depending on what account you have chosen and where you are banking this processing time may be around 5-10 business days.

4. Start banking!

Once your application is processed and you have received your EFTPOS card you can now start banking. Remember to keep any documentation relating to your banking in a safe spot. Never disclose your pin and be sure to bank safely and securely.

Ways I can access my money

Automatic Teller Machines or ATMs (additional fees and charges)

ATMs are an easy way for people to access their money and accounts. They are convenient as they are generally open 24 hours a day, 7 days a week. It is important to remember that not all ATMs are the same. To avoid paying more than the money you withdraw, try to follow these guidelines:

- Always try to withdraw your money from your own bank or credit union's ATMs.
- If you use another bank or credit union's ATM you will be charged a fee. This is generally about \$2 to \$3 per transaction but can add up very quickly and eat into your money. Check out where the nearest ATMs for your bank or credit union are and remember them!
- Check the number of free withdrawals you are allowed in a month with your bank or credit union. Sometimes banks limit the number of withdrawals you are allowed to make and charge you a fee if you go over this.
- Don't keep checking your bank account balance using an ATM, as this is counted as a transaction and may cost you money or use up your free transactions.
- Plan your withdrawals. Sometimes you might not be able to find a free ATM and have to use one that charges a fee.
- When you use an ATM always be sure to protect your pin. If a machine looks like it has been tampered with or you do not feel safe try to find another ATM or return at another time.

Bank statements and your safety

Your bank statements will contain information about where you have withdrawn and spent money. So if you have moved but the person using violence still has access to your bank statements they may be able to track your whereabouts.

Contact your bank to arrange a redirection of statements to a new address or have them sent electronically to an email account that the person using violence does not have access to.

Supermarket withdrawals of money

You can withdraw money at most supermarkets if you're buying goods there. When you go through the checkout you can ask or will be asked by the cashier if you would like to withdraw money. This is a great way to access your money for free. It also won't affect your transaction limit and can help prevent unexpected fees and charges on your next statement. Here are some tips on withdrawing money at the supermarket:

- Before you go shopping think about what other money you might need in cash. This way you can plan your withdrawal and avoid having to keep withdrawing money all the time.
- Beware that some supermarkets require a minimum purchase amount before you are allowed to withdraw money. This can end up costing you more money because you may have to buy items you may not need to make up the minimum purchase price.
- There are some supermarkets where you don't have to buy anything to get cash out. Have a look around and see what works best for you.

Bank branch withdrawals of money

If you need help to withdraw money or feel uncomfortable about using an ATM or a supermarket withdrawal you can generally withdraw money inside at your bank.

A branch withdrawal will require you to either fill out a withdrawal slip and give it to a teller, or to use your EFTPOS card which is linked to the account. Be aware that you will usually have to pay a fee for these transactions so it's best to avoid them if you can.

Internet and phone transfers of money

Most banks offer internet and phone banking. You can use these services to transfer money within your own accounts or to someone else's account. You can also pay bills by BPAY or direct credit transfer using a retailer code (displayed on the bill).

To use this service you will need to contact your bank and set up an internet or phone password. Every time you access your accounts by telephone or internet you will need to enter or quote your password.

Be aware that there may be some fees for this type of banking. Check with your bank to see if they charge for transactions like BPAY or direct credit transfers. Remember you will also still have to pay for the cost of the phone call or any internet data you used while banking.

When using these services always be sure that your connection is secure. To prevent the person using violence or anyone else accessing your bank account never use a public computer or free wireless hotspot when doing online banking.

If you do not have any option other than to use public internet access points be sure to completely log out and erase your internet browsing history and any passwords that may have been stored.

When using phone banking, always be sure you are in a private location.

How do I delete my browsing history on the internet?

The way you delete your browsing history depends on which internet browser you are using. Internet browsers are applications which let you browse the internet. Major internet browsers include Google Chrome, Internet Explorer, Safari and Mozilla Firefox.

As a general rule you can delete your browsing history by following these steps:

1. In the toolbar or menu select 'Tools'.
2. Under the 'Tools' drop down menu select 'History'.
3. Select 'Clear History'. This may also be called 'Clear Recent History', 'Clear Private data' or 'Delete Browsing History'.

If you are having trouble deleting your internet history, try asking a friend or family member to show you how. You could also ask a librarian, or do an internet search for 'How to delete internet browsing history'.

Direct Debit payments

You can allow access to your account by someone you owe money to regularly - like an electricity or telecommunications company. A direct debit means you have

agreed that a set amount can be deducted by that company or person on certain dates.

This may be a handy way to pay your bills regularly and on time but be aware that it can be costly! This is because a small fee for each direct debit you set up may be charged. You could also be charged if you do not have enough money in your account when the debt is due to be taken. It may be easier to manage debts if you can have more control over transfers of your money.

Tip: Always double and triple check the details!

When you transfer money from your account to someone else's account be sure that you have their bank, BSB and account numbers correct. You don't want your money going to the wrong place!

Pin and password protection

It is really important to keep your personal information secure.

Remember:

- Never tell anyone your PIN number. You should be the only person that can access your money.
- If you use internet or phone banking don't tell anyone your password or access code.
- Always make sure your internet is safe! If you can try to avoid using public computers. Log out of banking sites and erase your browsing history. If you use a home computer, always make sure your internet security is up to date.

Separating my finances

Whatever stage you are at, separating your finances is a major part of leaving violence and having individual financial security. Taking action safely, quickly and with the right support and advice may help ease the burden post separation.

Your existing account

If you have an existing bank account you may want to continue using this account or banking facility. However, if your account is known and accessible to the person using violence they may be able to access your funds or track your activity through statements.

It is a good idea to open a new bank account if your existing account is joined with the person using violence, or if it is known and accessible to them. Have a look through the above section “Managing and banking my money” and “Opening a bank account” for more information on choosing and managing a bank account wisely.

Remember it is your money and you can choose to bank how you want!

Be sure to have any documentation sent to a trustworthy postal address or email that the person using violence does not have access to.

Secondary card holder

If the person using violence is a secondary card holder to your bank account you will need to close off their access to your account. Contact your bank or financial institution to cancel this arrangement as soon as you can.

What if my partner knows my account details, pin and passwords?

If the person using violence knows your account details, like your credit card number, or pins and passwords to things like EFTPOS, credit cards, online or telephone banking you will need to contact your bank as soon as possible. They can reissue new cards and pin numbers and help you set up new passwords.

Be sure to have any documentation sent to a trustworthy postal address or email that the person using violence does not have access to.

It is important to keep your pin and passwords secret to protect your finances and your identity!

Joint accounts

If you have a joint account which you are both able to access without the permission of the other account holder, your partner may be able to misuse the funds left in the account. This means they could withdraw all the money, overdraw the account, freeze the account or close it down.

If you have a joint account with the person using violence and are concerned about this contact your bank immediately.

The bank should be able to help you to protect your shared funds until an arrangement can be made. The bank may be able to freeze the account – if an account is frozen get legal advice as soon as possible.

You can get free legal advice and information in the ACT from the **Women's Legal Centre** 02 6257 4377 (Monday to Friday 9am to 5pm); **the Consumer Law Centre** 6143 0044 (Monday to Friday 9am to 5pm) or the **Legal Aid Office ACT** 1300 654

314 (Monday- Friday from 8:30am-5pm).

What if the person using violence has frozen our joint account and/or withdrawn all the money?

If the person using violence has withdrawn all the money or frozen a joint account you will also need to get legal advice.

Unfortunately, the withdrawal of all money from a joint account by the person using violence is common. If the account has been set up so that both parties can access the account without the other party's permission there are essentially no safeguards in place and compensation generally does not occur. That is why it is important to act quickly if you have a joint account.

What if I have gone guarantor for the person using violence?

You may have gone guarantor for the person using violence. This may have happened because they didn't have the credit history to get a loan. Generally a lender or creditor will ask for someone to 'go guarantor' if there is a risk to the loan not being repaid as agreed.

If you are a guarantor, you are responsible for the repayment of a loan if the borrower does not pay. A guarantor is legally liable to pay the borrower's debt if the borrower stops paying and the credit provider has been unable to recover the money from the borrower.

If you have been forced or coerced into going guarantor or you did not know what you were signing always seek legal advice.

If you are a guarantor and you are asked to pay a debt, seek advice from a free legal service or financial counsellor about how to proceed.

As a general rule it is always best to avoid being a guarantor on a loan. This type of debt can cause great difficulty between the parties involved particularly during separation or divorce and also between parents and children. Always seek advice about the implications of becoming a guarantor for someone else's debt ***before*** you enter into any agreement so that you understand fully what it means. Occasionally people lose valuable assets, like their homes, if they have to repay a debt that they have guaranteed.

What about my superannuation?

At first, superannuation will probably be the furthest thing from your mind. Once you are ready, sorting out your superannuation is a really important step to help set yourself up financially for the future.

In a separation or divorce, superannuation is considered a type of shared asset or property. Under an agreement or by court order it can be divided between both parties.

You will be able to find more information about this on the Family Law Court's website at

<http://www.familycourt.gov.au/wps/wcm/connect/fcoaweb/family-law-matters/property-and-finance/superannuation/>

and on the Attorney General's Department website at

<http://www.ag.gov.au/FamiliesAndMarriage/Families/SuperSplitting/Pages/default.aspx>.¹

You can also get free legal advice and information in the ACT from the **Women's Legal Centre** 02 6257 4377 (Monday to Friday 9am to 5pm).

¹ <https://www.moneysmart.gov.au/life-events-and-you/life-events/divorce-or-separation>

What financial support might I be eligible for?

The Australian government – through Centrelink - offers a range of financial support, both ongoing and one-off. Some of these payments are specifically for people who have experienced family and domestic violence.

You might also be eligible for financial support under the *ACT Victim of Crime Act*.

Below you will find information about Centrelink payments and compensation under the *Victim of Crime (Financial Assistance) Act (ACT)*.

Centrelink support and payments

Centrelink can help you if you are in, have left, or are preparing to leave a situation where you are affected by family and domestic violence. Centrelink may help you with social worker support, financial support and crisis payments, as well as opportunities to look for work.

You may be able to get paid an income support payment immediately, even if you are not already receiving a Centrelink payment. The type of payment or assistance that you may be able to get will depend on your individual circumstances.

If you need to and you are able, access Centrelink as early as possible.

Access to social workers

Centrelink employs social workers who are experienced in helping women who are thinking about leaving, have left or are rebuilding their lives after violence. Social workers are located in service centres and on the phone to help people experiencing a crisis, have no support or are unsure how to access the right assistance.

Their social workers offer private and confidential interviews for counselling and support. They can help you work out your options including assessing your payments and exemptions to some requirements. They can also help you access other support services in the community.

Phone: To speak to a Centrelink social worker call 132 850.

Eligibility for Centrelink payments

Centrelink will consider if you are eligible for a range of payments and services such as parenting payment, income support payments, crisis payments and exemptions from seeking employment or collecting child support based on your personal situation.

There may be specific payments and services that can help you:

- If someone has been removed from your home, or you have had to move houses due to violence
- If you are in financial hardship due to circumstances relating to domestic violence
- If you are under 21 and unable to live at home due to violence
- If you are unable to search for work due to illness, injury (permanent or temporary) or other related issues of experiencing domestic violence
- If you have recently moved to Australia and are unable to be supported by others due to domestic violence
- If applying for or collecting child support would put you or your family's safety at risk due to domestic violence

Depending on your circumstances you may be eligible for the following payments:

- Crisis Payment – This is a one-off payment to help people in difficult or extreme circumstances. You may be eligible if you are experiencing financial hardship, you cannot return to your home due to extreme circumstances like domestic violence, or you are remaining in your home after experiencing domestic violence, and the family member responsible has left or has been removed. **In order to be eligible for the crisis payment you must submit your claim within 7 days after the event that led you to claim.** This payment can either be paid into your bank account or given to you through an Electronic Benefit Transfer card which can be used only once and can be used at most ATMs.
- Special Benefit
- NewStart Allowance
- Rent Assistance
- Parenting Payment
- Child Care Benefit
- Concession and health care cards - These cards can help you with costs like medical, transport and household bills.

Discuss your circumstances with a Social Worker or Centrelink officer. They will help you get the payment that best suits you and your family's needs. You can contact Centrelink by:

- Calling **132 850** and ask to speak to a social worker. This line is open from 8 am to 5 pm Monday to Friday.

- Visit a service centre where someone will refer you to a social worker.
- Going online for more information:
- <https://www.servicesaustralia.gov.au/individuals/subjects/family-and-domestic-violence/how-we-can-help-you-family-and-domestic-violence-concerns>

How long will I have to wait for my Centrelink support payment once my application is approved?

You will need to have a current bank account to receive ongoing Centrelink Payments. You can find out more about bank accounts by looking at the “Opening a bank account” section. Once your bank account has been organised, Centrelink can put your payments through an Electronic Bank Transfer (EBT) directly into your account.

Normally, payments may take a few days to enter your bank account. This waiting time depends on your bank and the date and time of payment processing.

Centrelink may also be able to put a payment straight into your account with a real time payment. This option will be helpful if you have left violence and you need to access a payment quickly.

It is essential that you tell Centrelink if your account is overdrawn. If your account is overdrawn your payment will be affected because your bank will automatically deduct overdrawn money and fees.

Centrelink Appointments

As a requirement of receiving Centrelink support payments you will need to attend appointments which are necessary to assess you and your family’s eligibility and circumstances. ***You can bring a family member or a friend to your appointment.***

Try to always attend any appointments that have been organised by Centrelink. If you can, gather together and bring all information and documentation that they might need or have asked you for.

Remember once you are receiving Centrelink payments, if you do not attend an appointment you may be penalised with a participation failure. A participation failure or penalty happens when you do not satisfy the requirements of your Centrelink payment, which includes not doing things like attending organised appointments or not reporting. If you do not have an excuse that Centrelink considers reasonable (like you had work or could not get childcare) your payments may be affected.

If you cannot attend an appointment always try to notify Centrelink in advance.

They will help reschedule a new appointment to meet your needs.

Reporting to Centrelink

If you receive a payment from Centrelink you will need to report any income that you receive in addition to that payment. Always report your income accurately, honestly and on your reporting date before 5pm. This will help make any dealings you have with Centrelink easier and make sure that your payments are regular.

Victims of Crime Financial Assistance Scheme

The Victims of Crime Financial Assistance Scheme is designed to assist victims of violent crime to recover from the physical and/or mental injuries sustained by providing a means to recover expenses reasonably incurred in treating those injuries. For more information contact Victim Support ACT.

Opening hours: 9am to 5pm Mondays to Fridays

Address: Level 2

11 Moore St, Canberra City

Phone: 1800 8222 72 or 6205 2066

What types of emergency or crisis support can I access?

If you have left in a hurry, without accommodation, support, food, money or belongings, there are local ACT crisis support services which can help you with essential everyday items.

Domestic violence crisis support

The Domestic Violence Crisis Service (DVCS) can come to the home with police to offer a range of supports after a domestic violence incident including advocacy, practical assistance, access to emergency accommodation, emotional support, information and safety options.

DVCS will also arrange to meet people in a safe place following an incident if the Police are not involved.

Telephone support includes crisis counselling, information, options and support. Callers can remain anonymous if desired.

- For DVCS crisis intervention and telephone support 24 hours/ 7days a week: 6280 0900.

Keep change for phone calls on you at all times or remember in an emergency you can always ring for assistance reverse charge.

Emergency support services

ACT services may give out food parcels, cheaper groceries, food vouchers and cheap or free meals, clothing and low cost household goods and furniture. They may even have a place for you to shower. Be aware that most services will not hand out cash.

Emergency support services operate in different ways. Some services are drop in but others are not. If you can, it is best to call ahead to make an appointment and to check availability.

By contacting these services you will also be put in touch with other services which will help you during this time. It is important to remember that these support services have little funding and may only be able to offer certain kinds of support at certain times. If you cannot get support from one service always ask to be referred to another service.

When visiting a support service it is important to bring valid identification and your Centrelink Healthcare card if you have one.

Services that give emergency support include major charities like The Salvation Army and St. Vincent's de Paul Society and community organisations and centres like Communities@Work. Churches and op-shops are also good places to find support and information.

Volunteering ACT also has the following lists to help you access free meals and emergency relief across Canberra.

Check out the **ACT Free Meal, Emergency Relief and Accommodation Guide** at:

<https://www.volunteeringact.org.au/wp-content/uploads/2020/06/Free-Meal-Emergency-Relief-and-Accommodation-Guide.pdf>

Check out the **ACT Op Shop Guide** at:

<https://www.volunteeringact.org.au/wp-content/uploads/2020/04/Op-Shops-Guide.pdf>

Website: <https://vc-act.mycommunitydirectory.com.au/>

The Community Info Hub is located at:

Location: Room G.02, Griffin Centre, Genge St, Canberra City

Opening hours – Monday to Friday 10am-2pm

Phone: 6248 7988

What are my housing options?

Knowing where you will go and how you will afford accommodation is a common and ongoing concern for women who are thinking about, in the process of or have left violence and are re-establishing their lives.

Understanding the options and assistance available to you in the short and long term in the ACT is an important step to answering these questions. Below you can find information about leaving home, accessing a refuge, renting and public housing options, or staying in your own home. There is also information about government support which may be available to you.

Leaving home - What are my options?

As a woman leaving violence, your safety may determine the accommodation options best suited to you.

Leaving in a hurry: support from Domestic Violence Crisis Service

DVCS is a specialised service for people who have or are experiencing domestic violence and abuse. Their services include a 24/7 telephone crisis counselling service, access to emergency accommodation, help with legal and court matters, support programs and training and education.

Phone the Crisis Line on 6280 0900 (24hrs/7days).

Accessing crisis accommodation: Call OneLink

Crisis or emergency accommodation is short term accommodation for people at risk of homelessness or who are in crisis. OneLink is the main point of contact for crisis accommodation in the ACT. When you get in contact with OneLink, an assessing officer will talk to you about your situation and what services might help. They will provide you with information about options and, where appropriate, will follow up to connect you to services.

Please contact OneLink to make an appointment to meet one of their Intake Officers

Free call: 1800 176 468

Phone lines are open from 8 am to 6 pm, Monday to Friday, excluding public holidays. And Saturday and Sunday, 12.30pm to 5pm.

People are also welcome to drop in and talk to First Point staff, who are located in the Housing ACT office.

Address: Housing ACT, Nature Conservation House, Corner of Emu Bank and Benjamin Way, Belconnen.

Staying with Family and Friends

Staying with friends and family may be a short term option. Before you move in or at the beginning of your stay it is a good idea to talk with your host about the terms of your stay. Think about talking to your family and friends about:

- Your safety. Will you and your hosts be safe?
- Does your host understand your situation?
- How long you think you will be there? It may help to give dates.
- When you will be coming and going
- Your financial situation
- Will you help out with rent, bills and groceries?
- Will you help out with household chores like cleaning?
- If you would like to have people over
- Will your stay affect your friend or family member's Centrelink benefits, their tenancy or their private life?

Being open about your situation and expectations will help make your stay easier and will assist in keeping your friendships and family relationships healthier for the future.

ACT Housing Assistance

Housing ACT provides long term, affordable public rental housing for eligible people. It is affordable because the rent is worked out according to household income. Accommodation, available in most areas of Canberra, ranges from bedsitter flats to houses.

To qualify for ACT rental housing you must:

- meet an income test;
- live in the ACT;
- not own or have an interest in residential property anywhere in Australia;
- be at least sixteen years of age;
- be a permanent resident of Australia; and
- not have cash or convertible assets over \$40,000 (excluding ordinary household and personal effects and a car).

If you are escaping violence with your children you may be eligible for priority access to public housing. People approved for early allocation are given accommodation more quickly than other people who are already registered on the applicant list for housing.

To qualify for early allocation you will have to show that your needs are more urgent than those of other people on the applicant lists. Other than in rare circumstances you must also have been living or working in the ACT for the last six months, and you must be registered on ACT Housing applicant lists. You can apply for early allocation at the same time as you register.

If you wish to apply for early allocation you need to apply to the Gateway Services to be interviewed about your request. You will need to go in person to the Gateway Services and will need to provide proof of your needs. You should make an appointment with the centre before you go in, so that you do not have to wait in a queue with other people who may have turned up without an appointment.

Address: Housing ACT, Nature Conservation House, Corner of Emu Bank and Benjamin Way, Belconnen.

Housing Applications

To apply for accommodation with Housing ACT, you will need to fill in a Registration for Assistance form. There is no need to go into Gateway Services (Housing ACT shopfront).

The application can be lodged by emailing housingia@act.gov.au or by phoning Housing ACT .

Once you have applied for government housing you will have to attend an interview. The interview will help Housing ACT process your application and understand your position better. You can take a support person, like a friend, family member or service provider, with you to the interview.

For more information and to lodge your application:

Phone: 6207 1150

Email: housingia@act.gov.au

Visit: Housing ACT Gateway Services

Central Access Point for Housing and Homelessness

Nature Conservation House

Cnr Emu Bank & Benjamin Way

Belconnen Town Centre

(Open 9:00am to 5:00pm Mon to Fri)

Private rental

Affordable and suitable private rental can be hard to find in Canberra.

Before you start looking or sign a lease it is a good idea to do a budget. Factor in what you can afford and include costs like 4 week's worth of rent as a bond, ongoing rental payments and gas, electricity and water bills.

Finding the right rental property may take a while. Look at websites that list short and long term rental and share listings like www.gumtree.com.au and www.allhomes.com.au.

You can also check the Canberra Times classifieds and local real estate agencies for rental advertisements. Looking at these websites will also give you an idea of how much money you will need to budget for rent, bond and sometimes utilities.

Staying in my own home: What are my options?

Many women choose to stay in their home after the person using violence has been removed. Living on a reduced income and maintaining your home can be tough, so below is information about how to deal with your mortgage and rent on a tight budget.

Can I afford to pay my mortgage on my own?

Paying a mortgage regularly can be tough on a single income but there are a couple of things you may be able to do to ease this stress and retain your home.

1. Contact your mortgage lender

Contact your mortgage lender as soon as possible. This can be stressful but by doing this you can potentially ease future financial stresses.

If you can explain why you are having trouble repaying the debt it may be possible to work out a repayment plan that suits your needs. Even if the mortgage is held in both your names you may still be able to organise a repayment plan just for you and your budget. Financial institutions, like banks, have a responsibility to try and work with you to deal with your debts.

A financial counsellor may be able to help you negotiate this.

If you can, before you contact your mortgage lender get together any relevant paperwork, like statements and contracts.

Write down what you can actually afford to repay with your current budget. This will give you a clearer picture of what you need to negotiate for.

When you contact a creditor always get the name, phone number and position of anyone you speak to about the debt. Check that the person you are talking to can assist you. If not, ask to speak to someone higher up in the company.

2. Discuss with your lender your situation and discuss options for a change in the terms of your mortgage.

Options you might ask for include:

- An extension of your loan period. This means smaller repayments over a longer period of time
- A suspension of your repayments for a set time
- An extension of the loan period and a suspension of your repayments for a set time
- Any changes which might make your repayments more affordable

Stay calm and don't lose your temper! If people are rude or aggressive with you end the call and seek assistance from a financial counsellor.

3. Let the mortgage lender know what you can afford

Tell them:

- How much your budgeting allows you to pay off your loan
- When you can start making payments

Get the lender to explore your options for repayment. This includes repayment arrangements, plans and hardship variation.

When you negotiate don't take 'no' as the only answer. Ask to speak to someone higher up. Show that you are flexible by offering workable solutions.

If this does not work and an arrangement can't be agreed on contact a financial counsellor. Financial counsellors have experience in dealing with creditors and will be able to help you.

Don't ever agree to pay more than you know you can afford.

If a lender agrees to accept your offer always ask them to put any agreements you make in writing and send you a copy. If they do not do this, write to them yourself and confirm the details of the arrangement.

Keep a record of all phone conversations, letters and discussions. This will make it easier for you to show what was said or agreed to on a certain date.

4. Keep your mortgage lender up-to-date

Remember to keep your lender up-to-date. This will show that you are serious. Always tell them if you can't keep up with the repayments. Ask them what else may be done.

What if my mortgage lender doesn't agree?

Sometimes it may be difficult to negotiate with mortgage lenders. But there are a couple of actions you can take.

1. Contact a financial counsellor

A financial counsellor can help discuss with you ways to deal with a lender who won't assist you. They can also work with you and the lender to negotiate a repayment plan or hardship variation.

2. Apply using the National Credit Code

The National Consumer Credit Protection Act 2009 (NCCP Act) is the Australian law that governs consumer credit and is designed to protect consumers' interests. It includes The National Credit Code. Under the National Credit Code a consumer can notify a bank of the fact that they are experiencing financial hardship and can't meet their repayment commitments under a credit contract.

In some circumstances it may be possible to obtain a new, more affordable repayment arrangement with the credit provider. For more information about this legal protection you can talk with a financial counsellor.

Continuing in a rental property: What are my options?

If you choose to remain in the rental property you shared with the person using violence it is a good idea to do the following:

1. Update your rental agreement

Contact your real estate or landlord and have the person's name removed from the lease. This will help protect you from being liable for any damage done to the property by the person using violence following separation.

2. Update your utilities

Contact your utility providers, like ActewAGL, to have your utility accounts put into your name.

What about taking on boarders and lodgers?

If you have a spare room you may be able to take on a boarder or lodger. This extra income could help with paying the rent or mortgage. Remember that this may impact any Centrelink payments you may get.

Downsizing

If you are struggling to pay your mortgage or rent it may be more affordable for you to downsize. This means looking for a house to rent or buy which is smaller, less expensive and more energy efficient to help cut down the cost of bills.

Upgrading Security in your home

Whether you are staying in your own home or moving elsewhere you may need to upgrade your security. The Domestic Violence Crisis Service (6280 0900) suggests that you:

- Change the locks on doors and windows as soon as possible
- Install a security system including additional locks, window bars and locks, electronic alarm system and a security chain
- Increase the sensor lighting around your home
- Install smoke detectors and purchase fire extinguishers for your home.
- Install a motion sensitive lighting system outside that lights up when a person is coming close to your home
- Get an answering machine to screen your calls and report abusive calls to the telephone company and the police
- Buy a mobile phone

Increasing your security can be really expensive. Here are some more affordable security options:

- Putting wood dowel in windows so they can't slide open
- Buying sensor lights that plug into existing light fittings
- Putting a chain and padlock around gates
- Placing slide bolts on man hole so it can't be accessed via the roof
- Ask a neighbour to call Police if they see the person who has abused you or their vehicle near your home

What about getting a Domestic Violence Order and living under the same roof?

Another option is to consider living under the same roof with the person using violence while having a Domestic Violence Order against them. Be sure to seek advice about staying safe in this situation with the Domestic Violence Crisis Service before you decide on this option.

And if you choose this option, be sure to start making yourself more financially independent and have an action plan in place in case you need to leave.

What financial assistance for housing is available to me?

Centrelink Rent Assistance

If you receive a Centrelink support payment you may be eligible for Rent Assistance to help cover the costs of private rental. You will need to provide proof that you pay rent.

To find out more about Rent Assistance check out

<http://www.humanservices.gov.au/customer/services/centrelink/rent-assistance> or visit a [Centrelink Support Office](#).

ACT Housing's Rental Rebate Assistance

ACT Housing's Rental Rebate Assistance is provided for a maximum of 6 months for people accessing ACT Housing. You will need to complete an [Application for a Rental Rebate form](#). You can submit this form by:

Post: Housing ACT

Locked Bag 3000

Belconnen ACT 2616

In person: Housing ACT Gateway Services

Nature Conservation House

Cnr Emu Bank & Benjamin Way

Belconnen Town Centre

(Open 9:00am to 5:00pm Mon to Fri)

Drop off box: **City Health Centre**

1 Moore Street, Canberra City (Open 8:30am to 5:00pm Mon to Fri)

Canberra Connect

Shop 17-21, Homeworld Shopping Centre, Scollay Street
Tuggeranong ACT 2900

(Open 9:00am to 5:00pm Mon to Fri)

For more information phone 6207 1150.

Getting help to pay a rental bond

Rental Bonds Loan Scheme

ACT Housing may be able to help you if you are having trouble paying a private rental bond. If you are eligible you may be able to get a loan for the bond needed. You will need to pay this bond loan back by direct debit.

Website Find out more about eligibility and how to apply at
https://www.communityservices.act.gov.au/hcs/policies/fact_sheets/bond-loan.

Phone: 133 427

How can I deal with my debts?

Dealing with debt is difficult in general but at a crisis point it adds considerably to feeling worried or stressed. It's always better to try and deal with debts before they get larger and more costly. Even if you find yourself in what seems like an impossible situation financially, you can get advice and help to ease some of your financial stress.

Who can help me?

If you are unsure where to start and feel overwhelmed it might be good to get the help of a financial counsellor first.

What is a financial counsellor?

Financial counsellors are qualified professionals that can help you when you are in financial difficulty. They provide information, support and advocacy. They generally work in community organisations and their services are free, independent, non-judgemental and confidential. You can talk to a financial counsellor about these kinds of issues:

- You are in debt and not sure what to do
- You are not sure how to negotiate with creditors
- You need information about financial matters like taxation, Centrelink or Child Support
- You want to start a budget but need help or you want to talk through your budget with someone
- You just want to talk through the stresses of living on a low or restricted income

There are different types of services provided by the financial counsellors. At services like Care Inc. Financial Counselling Service staff can provide you with financial counselling information, casework and gambling financial counselling. Care's services are free for people on low to moderate incomes. People on higher incomes may access the information services but not casework or advocacy services.

Financial counselling services do not provide funds, vouchers or emergency relief.

Care Inc. Financial Counselling Service

Address: Level 4, CCG House
 219 London Cct
 CANBERRA CITY ACT 2601

Ph: 1800 007 007 or 6257 1788

Email: admin@carefcs.org

Website: www.carefcs.org

Opening hours: Monday - Friday 9am to 5pm

If you are distressed about your financial situation after office hours contact Lifeline on 13 11 14.

Salvation Army's Moneycare, Canberra

The Salvation Army's Moneycare service provides free and confidential financial counselling for people facing financial difficulties or wanting to avoid financial difficulties in the future. They are able to help with a range of issues including budgeting, credit, debt and repossession.

Link to the website to find details about your local centre.

Website: <https://salvos.org.au/need-help/financial-assistance/financial-counselling/>

Phone: 1300 371 288

Please note that not all Moneycare services are full time and that due to demand for services there may be a waiting period before an appointment is available.

How can I sort out my debts?

Sorting out debts is something lots of us put off. If you can get started by looking through what you owe and who you owe it to, you can then make an action plan to tackle the debts before they get any bigger.

Consolidating and refinancing your debt

You may have heard about or seen on TV or on the internet companies or brokers that can help you get out of debt quickly, cheaply or without you having to do anything.

Many of these schemes may actually end up leaving you with more financial stress and debt. They will usually charge a big fee for the service too.

Remember to look out for the warning signs that a debt consolidation or refinance deal might be trouble*:

- What they advertise seems too good to be true
- They say they can help you no matter how desperate your financial situation is

- They tell you not to worry about reading the paperwork
- They ask you to sign blank documents or credit application forms that have false information in them
- They arrange a type of loan for you that you didn't want
- They do not explain fees, charges and/or repayments before you sign up

Before you sign up to anything get free financial counselling. They will help you make the best choices when dealing with your debts.

*Information sourced from [MoneySmart](#)

Creating a Recovery Plan

1. Make a checklist of your debts

Make a list of all the people or places you owe money to and how much you owe to each one.

Remember!

Just because someone says you owe them money doesn't always mean that you do!

Sometimes a bill may be incorrect or the debt is actually not legally yours. Generally if a debt is NOT in your name it's NOT your debt!

Always question any amount someone is claiming from you if you don't think it is correct or in your name.

You don't want to be repaying a debt that you shouldn't have to!

- If a debt is in a joint name or you are not sure if you really owe the money claimed it may be helpful to talk to a financial counsellor or free legal service.
- To make this easier it is a good idea to get a free copy of your credit file. Your credit file holds information on your credit history. It contains a list of the debts you owe and information about your repayment history.

You can get a free copy of your file by writing to Veda at:

Veda Public Access

Phone: 13 8332 Call (option 2)

Mon - Fri, 8:30am - 5pm (AEST).

Website: www.mycreditfile.com.au/home/free-credit-file.dot

2. List all the different types of debts you owe

To help make it easier for you to make a list we have put together a list of the different types of debts that people can owe:

- **Housing**

Housing debt includes money owing on things like outstanding rental repayments, mortgage and property damage.

You may be behind on repaying housing debts for many reasons either related to the violence you have or are experiencing or not.

If you have a mortgage lender talk with them directly and explain your circumstances. They may be able to help you with a hardship variation and repayment plan.

Contact ACT Housing if you are in public or community housing and you are struggling to pay rent. They may be able to help you sort out a rental payment system that better suits your financial situation.

If you are boarding or renting privately and don't pay your rent on time or as agreed with the landlord you will incur a debt and may be threatened with eviction. Try to deal with this debt as soon as you can.

If you are on Centrelink you may be able to use Centrepay to pay your private or public rent. This can help take the hassle out of making sure the rent is paid on time and in full.

- **Property damage**

If damage is done to a property which was rented in your name you may find yourself responsible for the debt. If the damage was created by the person using violence you may be able to get assistance some help to avoid harming your tenancy record. If you are in public and community housing or on a low income call Canberra Community Law on 02 6218 7900 Monday to Friday 9am to 5pm for advice.

If you are in private tenancy contact Legal Aid on Legal Aid on 1300 402 512.

- **Credit/Personal loans**

Credit/Personal loans include things like credit cards, mortgages and same-day loans. These types of debts have regular repayments that have to be paid on time and interest is charged on top of what you owe. If you cannot make these regular repayments on this type of debt you may be charged late fees on top of what you owe. If you are having trouble repaying your credit/personal loans debts you may be able to negotiate a hardship variation with the creditor.

Making the minimum repayment

If you only make the minimum repayment on a debt each payment period you will end up paying a lot more money than you borrowed. This is because of the interest, fees and charges which come with borrowing money.

Work out if you can afford to pay over the minimum payment. If you can you will pay off the debt quicker and save!

Claire's story

Claire owes \$2000 on her credit card. The card has an interest rate of 17.5% and an annual fee of \$50.

If she pays the minimum payment of \$40 per month she works out that it will take her 8 years and 6 months to pay off the debt. She will also end up paying \$1773.16 in interest on top of the \$2000 she owes.

Claire is determined to pay the debt off quicker and can think of lots of things she would rather spend this money on. She plans and budgets to pay off \$200 a month on this debt. This means that it will take her only 1 year and cost \$186.80 in interest. This means a saving of \$1586.36!

- **Childcare and school fees**

You may have current or previous debts or outstanding fees owing to your child[ren]'s childcare centre or school. Contact the centre or school and let them know your situation. They may be able to create a payment plan that is sensitive to your needs.

- **Utility – Electricity, Gas and Water bills**

Generally utility bills are due every three months. If you don't pay the full amount by the due date you will have an amount outstanding. This outstanding amount will be added to your next bill.

If you have an outstanding utility bill in your name there are a couple of actions you can take to avoid disconnection or impact on your credit rating.

If you can, firstly check if the amount owed is correct and that the debt is actually owed by you and not previous tenants that moved in before or after you.

If the debt is co-owned by you and the person using violence you may still be liable for the debt. If you have moved from the residence signed to the account, contact the provider and remove your name from the account so that future debts will not be in your name. If you did not give your consent to be put on the utility bill you should also contact your provider and explain your position.

If you are having trouble paying your old and new utility debts talk to the utility company first. They may help you to set up a payment plan or hardship variation.

If you can't reach an agreement with your utility company, you can contact the Australia Capital Territory Civil and Administrative Tribunal (ACAT). For more information visit their website:

<https://www.acat.act.gov.au/case-types/energy-and-water-cases#:~:text=ACAT%20functions%20as%20the%20energy%20and%20water%20ombudsman,for%20energy%20retailers%20and%20distributors%20or%20Icon%20Water%29.>

Michelle's story

Michelle left a violent relationship 6 months ago. Since then she has been staying with friends but now wants to move to her own place.

She signs a lease, moves in and contacts ActewAGL to connect her utilities. Michelle finds that her previous partner had used her name without consent on the utility accounts at the property he owned. Michelle had contributed to bills but did not realise that the account was solely in her name. According to ActewAGL she has a \$543.25 bill outstanding in her name from the last 6 months!

After the initial shock, Michelle contacts ActewAGL on 13 14 93 during business hours and explains her problem. Her case is passed onto the fraud team and they start the investigation with the help of the police. They look into the application for the account and Michelle provides them with a letter from a refuge she stayed at for the first few weeks after leaving. The friends she has been staying with also supply ActewAGL with an affidavit which states that she has been living with them.

ActewAGL close the account in Michelle's name and a letter is sent to her previous address requesting that a new account be opened to continue utility services. ActewAGL also waive the debt against Michelle's name and help her to set up a new account for her new place.

If Michelle couldn't reach an agreement with ActewAGL she could contact the Australia Capital Territory Civil and Administrative Tribunal (ACAT) for more information.

- **Health care or Medical Bills**

Healthcare or medical debts often happen because of unexpected illness or emergency. Big bills like ambulance fees or operations and treatment are daunting. If you know you're going to have any kind of surgery or medical treatment always ask for an estimate of costs and a payment plan before agreeing to the treatment if you can. Remember if you have a Centrelink Healthcare card medical treatment may be heavily discounted and your debt minimised or cleared.

- **Legal fees**

You may have outstanding legal fees. These can be very costly and mount up quickly. It is important to make sure you ask for a quote on costs before you go ahead with any legal assistance. If you have outstanding legal fees try negotiating a hardship variation with the legal service who you owe money to. You could also talk with a financial counsellor to work out a repayment strategy.

- **Debts to Family and friends**

Debts to family and friends can be some of the hardest to deal with because people may feel guilty or ashamed about borrowing from family and friends. You may also feel pressure to repay these ones before other debts. It's important to put them into your list of debts so you can include them in any plan of action.

- **Centrelink Debts**

A Centrelink debt may happen for a couple of reasons. If you do not declare and report on your income and assets truthfully, on time and correctly you may find yourself in debt. You need to let Centrelink know about *any money* that you receive from any source. This includes wages, interest on savings, gifts or inheritances, winnings or windfalls and any other income you receive from any source. If you are unsure about what to declare always check with Centrelink.

If you have a change in circumstances, like a new job, a break up or a new relationship, you need to let Centrelink know. Your payments may need to be adjusted. If you are overpaid by receiving a payment you're not entitled to you may end up having a debt. Centrelink can deduct repayments for these debts from your future Centrelink payments.

- **Tax debts**

Tax debts may occur if you don't report your income properly or if you are unable to pay tax on a business with your name on it. For information on dealing

with a tax debt visit: <https://www.ato.gov.au/General/Financial-difficulties-and-serious-hardship/Individuals-with-financial-difficulties/>.

- **Internet and Phone Debt**

Internet and phone debt can happen if you don't pay your bill on time. If you cannot pay your bill on time or you have received a bill that you think is incorrect it is best to contact your provider as soon as you can. This will help protect your credit file and may stop you from being disconnected.

- **Fines**

Traffic fines like driving an unregistered vehicle, driving unlicensed, speeding or parking fines can be extremely costly. Acting quickly to make an arrangement to pay fines can help make paying this debt easier. Visit the Access Canberra website about paying your fine or extending your payment period: https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1271/kw/ACT%20policing%20fines#!tabs-4.

- **Vet Bills**

Pets can be pricey. Desexing, shots, micro chipping and unexpected treatments can be expensive. If a pet needs treatment from a vet always ask about the costs before agreeing to any procedure or medication. If you do have an outstanding vet bill contact the vet. They may be able to organise a payment plan so that your animal can get treatment and you can have less financial stress.

- **Memberships and subscriptions**

Memberships and subscriptions, such as Foxtel and gym memberships, if not paid regularly can create debt. Your service or membership may be suspended and there may be late fees.

3. Prioritise your debts

Arrange the debts you have listed. This means placing the most urgent ones at the top and the less urgent ones at the bottom. If a debt is making you stressed and stopping you and your family from having essentials like food and a roof over your head you may want to place it at the top of your list.

Not all debts are the same!

Debts can have different interest rates, payment dates, repayment processes and impacts on your credit file.

4. Do your budget.

Have a look over your budget to see what (if anything) you can afford to repay on each debt.

Working out and sticking to a strict budget can be tough and it might be helpful to get the support of a financial counsellor. They are experienced and have a good understanding of how difficult it can be to repay debts on a tight budget. They also help women leaving violence on a regular basis and will be able to help you to know what to do next.

5. Contact and negotiate with your creditors

Talking to your creditors may make paying back debts easier. If you can explain why you are having trouble repaying the debt it may be possible to work out a repayment plan that suits your needs.

It is best to talk with creditors as soon as you can. If you don't talk with them and let them know why you're not able to pay your debt they will most likely start a collection or legal process to recover the debt.

Financial institutions, like banks, have a responsibility to try and work with you to deal with your debts.

Before you contact any creditor by phone, in writing or in person get as much information as you can about your debt.

- Is the debt in your name? If you are unsure request a statement of the debt from the creditor.
- Is there anyone else responsible for the debt?
- Is the amount correct?
- If you can, have paperwork about the debt on hand. This includes statements or contracts
- How much can you afford to pay back and how long it will take you to pay the debt off

Pulling this information together and writing down what you want out of a negotiation can help settle some of the nerves you may be feeling.

When you contact a creditor always get the name, phone number and position of anyone you speak to about the debt. Check that the person you are talking to can assist you. If not, ask to speak to someone higher up in the company.

Stay calm and never lose your temper! If people are rude or aggressive with you end the call and seek assistance from a financial counsellor.

Be clear about what you want to achieve with any communication with your creditors.

6. Let the creditor know what you can afford

Tell them:

- How much your budgeting allows you to pay off your debt including the interest
- How long it will take you to pay off the debt
- When you can start making payments

Get the creditor to explore your options for repayment. This includes repayment arrangements, plans and hardship variation.

When you negotiate don't take 'no' as the only answer. Ask to speak to someone higher up. Show that you are flexible by offering workable solutions. If this does not work and an arrangement can't be agreed on contact a financial counsellor. Financial counsellors have experience in dealing with creditors and will be able to help you.

Don't ever agree to pay more than you know you can afford on a debt.

If a creditor agrees to accept your offer always ask the creditor to put any agreements you make in writing and send you a copy. If they do not do this, write to them yourself and confirm the details of the arrangement.

Keep a record of all phone conversations, letters and discussions in a secure place. This will make it easier for you to show what was said or agreed to on a certain date.

7. Keep a track of your repayments

To keep track of your repayments draw up a timeline which has the balance of the debt in one column and your planned repayment amount and date in another. This can be a great way to see how your debt will reduce over time.

Debt	Repayment	Date

8. Keep your creditors up-to-date

Remember to keep your creditors up-to-date. This will show that you are serious. Always tell them if you can't keep up with the repayments. Ask them what else may be done.

What if my creditors don't agree?

Sometimes it may be difficult to negotiate with creditors. Don't fear! There are a couple of actions you can take.

Contact a financial counsellor

A financial counsellor can help discuss with you ways to deal with a creditor who won't assist you. They can also work with you and the creditor to negotiate a repayment plan or hardship variation.

Apply using the National Credit Code

The National Consumer Credit Protection Act 2009 (NCCP Act) is the Australian law that governs consumer credit and is designed to protect consumers' interests. It includes The National Credit Code.

Under the National Credit Code a consumer can notify a bank of the fact that they are experiencing financial hardship and can't meet their repayment commitments under a credit contract.

In some circumstances it may be possible to obtain a new, more affordable repayment arrangement with the credit provider.

For more information about this legal protection you can talk with a financial counsellor.

Ask them to waive part or all of a debt

If you are facing extremely difficult financial circumstances or bankruptcy you may be able to negotiate with your creditors to waive part or all of the debt.

"Dealing with debt collectors can be stressful! There are laws to prevent them from making your life a misery. If a debt collector calls on you, or if you receive notice that you are being taken to court, get free legal advice about your options as soon as possible."²

Free legal advice in the ACT:

ACT - Legal Aid ACT 1300 654 314

ACT - Consumer Law Centre of the ACT 02 6257 1788

² <https://www.moneysmart.gov.au/managing-your-money/managing-debts/dealing-with-debt-collectors>

Dipping into your Superannuation

You might be thinking about trying to access your super early to deal with debt or for other reasons. It is important to know that access to superannuation should always be considered very carefully as it is a buffer for retirement and once spent it is usually difficult to rebuild.

There are very restricted circumstances which let you access your superannuation before retirement age. Not all funds have the same early access rules and superannuation is never released for day to day expenses.

If you are experiencing financial difficulties you may be able to access your superannuation if you meet the criteria for either Severe Financial Hardship or Specified Compassionate Grounds. Visit the Department of Human Services website for more information about early access to superannuation:

<http://www.humanservices.gov.au/customer/services/centrelink/early-release-of-superannuation>

Consider discussing your circumstances with a financial counsellor before trying to access your superannuation. They can help you look at other options available.

Bankruptcy

If you are experiencing unmanageable debt and have exhausted all options available to resolve your debts, you may consider filing for voluntary bankruptcy.

Bankruptcy is a process where you are legally declared unable to meet your debts. It is a serious step to take and should only be considered as a last resort. However for some people experiencing the stress of living with unmanageable debt it can provide a 'fresh start'.

Most debts are extinguished by bankruptcy, meaning that you do not have to continue repaying them to the creditors. Not all debts can be extinguished though. It is important to discuss your situation with a free legal service or financial counsellor before considering going bankrupt.

For information about bankruptcy and the consequences see the Australian Financial Security Authority website:

<https://www.afsa.gov.au/debtors/bankruptcy>

Phone: 1300 364 785

Monday to Friday 8:30 am to 8:00 pm.

What should I do if I feel like I have been mistreated by a creditor?

Make a complaint

Firstly talk to your financial institution's Internal Dispute Resolution section (IDR). Often disputes can be resolved at this level without further escalation of the matter. Be clear about what you want as a resolution and always keep notes of any conversations you have. If the dispute is resolved ask for confirmation of the result in writing for your records.

What if my complaint isn't resolved?

If the dispute isn't resolved directly with the financial institution, you can contact the relevant External Dispute Resolution Scheme (EDR).

Who to contact?

For financial, insurance or investment products or services complaints contact the Australian Financial Complaints Authority.

They consider complaints about:

- credit, finance and loans
- insurance
- banking deposits and payments
- investments and financial advice
- superannuation

For more information visit <https://www.afca.org.au/about-afca> or phone 1800 931 678 (free call).

Other useful complaint schemes:

Ombudsmen Schemes

If you have a complaint about a commonwealth government department you can contact the **Commonwealth Ombudsman**. The Commonwealth Ombudsman's role is to safeguard the community in its dealings with Australian Government agencies.

Website: <http://www.ombudsman.gov.au>

The **ACT Ombudsman** investigates complaints made about administrative actions of ACT government agencies and public education providers.

Website: <http://ombudsman.act.gov.au/>

The **Telecommunications Industry Ombudsman** (TIO) provides a free dispute resolution service for residential customers and small businesses that have a complaint about their telephone or internet service in Australia.

Website: <http://www.tio.com.au>

Energy & Water

If you have a complaint against a utility provider in the ACT, contact the **ACT Civil and Administrative Tribunal (ACAT)** Energy and Water division.

Phone: 6207 1740 Website: <http://www.acat.act.gov.au>

What if I can't afford to pay my utility bill(s)?

If you are having trouble paying your bills there are a couple of things you can do. Don't ignore the problem! Dealing with a debt quickly is likely to have a better outcome on your budget and stress levels.

Contact the service provider or company which gave you the bill. Ask them about **hardship policies and programs**.

Services, like utilities, are required to have policies and programs in place to assist you if you're experiencing financial hardship. They should listen to your circumstances and try and work with you.

The Australian energy regulator's website has lots of information about hardship which may be able to help you. Check out <https://www.energymadeeasy.gov.au/article/having-trouble-paying-your-bill>.

ActewAGL

Many people in the ACT and region have their utilities supplied by ActewAGL. Their hardship program is called Staying Connected. Their website details how they may assist you with individual support to help you get back on track. See how they may be able to assist you at <https://www.actewagl.com.au/support-and-advice/help-with-your-bill/financial-hardship-programs>. Or phone 1300 138 574.

Telstra vouchers: Telstra Bill Assistance Program

If you are experiencing financial difficulty and are having problems paying your Telstra bill you could be eligible for the Telstra Bill Assistance Program.

Through this program participating community agencies provide clients with a Telstra Bill Assistance Certificate that has a fixed amount to pay towards their Telstra bill. There are restrictions on what type of account and amount can be paid by this program.

Telstra also provides other services for people experiencing financial hardship including Telstra MessageBox service. This service is for people such as jobseekers, the homeless, itinerant customers, or those in crisis situations who don't have a working or secure phone, so they can keep in touch with their families, friends and carers. You will find information about this and other Telstra assistance at:

<https://www.telstra.com.au/aboutus/community-environment/community-programs/access-for-everyone>

If you can't reach an agreement:

If you can't reach an agreement with your utility about a bill, the ACT Civil and Administrative Tribunal may be able to assist you to avoid disconnection. For more information visit their website:

<https://www.acat.act.gov.au/case-types/energy-and-water-cases#:~:text=ACAT%20functions%20as%20the%20energy%20and%20water%20ombudsman,for%20energy%20retailers%20and%20distributors%20or%20Icon%20Water%29.> .

Get the help of a free financial counsellor. A financial counsellor can help you to organise a repayment strategy or hardship policy with the service provider. They can also support you with information and advice on budgeting for bills. Contact:

Care Inc. Financial Counselling Service

Address: Level 4, CCG House
219 London Cct
CANBERRA CITY ACT 2601

Ph: 1800 007 007 or 6257 1788

Email: admin@carefcs.org

Website: www.carefcs.org

Opening hours: Monday - Friday 9am to 5pm

If you are distressed about your financial situation after office hours contact Lifeline on 13 11 14.

What low cost food assistance can I access?

If you are having trouble making ends meet there are a range of ACT support services that can help you and your family. Food assistance centres across Canberra offer free or low cost food and everyday items, like washing powder and toilet paper, to individuals and families who are experiencing disadvantage.

Canberra food co-ops/pantries are for those struggling to balance their budgets or those with a genuine financial need. These services are limited and they may not be available all the time because they mainly rely on donations and volunteers. It is a good idea to ring ahead, if you can, to check opening times and eligibility.

For a list of Canberra Food Co-ops/Pantries see Volunteering and Contact ACT's guide: <https://www.ideas.org.au/uploads/resources/1673/Emergency-Relief-Providers.pdf>

What other assistance is available if I need emergency financial support?

There are other services such as emergency relief providers who may assist with food or vouchers for food and things like petrol. Some also have furniture or household goods at low cost.

Services that give emergency support include major charities like The Salvation Army, St. Vincent's de Paul Society and community organisations and centres like Communities@Work. Churches and op-shops are also good places to find support and information.

For a list of organisations that can help with food or financial assistance in an emergency see Volunteering ACT's website: <https://www.volunteeringact.org.au/wp-content/uploads/2020/06/Free-Meal-Emergency-Relief-and-Accommodation-Guide.pdf>

What affordable health services can I access?

Access to affordable and timely health care is a major issue for many women experiencing or having experienced domestic violence.

If you are worried about this and are living on a tight budget, there are ways to access low cost or free health services in Canberra. Using these services can help ease your budget worries whilst improving your health and wellbeing. Some of these services have a lot of experience working with women and children who have experienced domestic violence.

Free healthcare

The ACT is home to a number of free and low-cost health services. Below is a list of the main services which may be able to help you and your children. Services will also be able to refer you to other services and specialists to suit your needs.

ACT Women's Health Service

The ACT Women's Health service is run by women for women. This is a free service which sees women who have significant difficulty in accessing health services. They have experience with and understand some of the difficulties you may be facing at this time and give priority to women in your position, because they regularly treat women who have experienced domestic violence; and who are financially disadvantaged. They offer nursing, medical, nutrition and counselling appointments, and will give you short term medical support and help you find a regular GP that suits your needs.

The Women's Health Service is centrally located in Civic at Level 1, 1 Moore Street. Outreach counselling and women's health clinics are also provided in Gungahlin, West Belconnen, Belconnen, Phillip, and Tuggeranong.

Civic opening hours: 8:30am – 4:45pm Monday to Friday

Phone: (02) 5124 1787

Website: <https://www.health.act.gov.au/services-and-programs/women-youth-and-children/womens-health/womens-health-service>

Walk in Centres

The Walk-in Centres provide an alternative for fast access to free health advice and one-off treatment for minor illnesses and injuries.

All Walk-in Centres are led by a team of highly skilled advanced practice nurses and nurse practitioners with extensive experience in treating people with minor injuries and illnesses. There are no doctors at the clinics.

Opening hours: 7.30am to 10pm daily every day of the year, including Christmas Day and New Year's Day

Phone: 02 5124 8080

They are located at the Community Health Centres in Belconnen, Dickson, Gungahlin, Tuggeranong, and Weston Creek.

If you have complex health conditions or children under 2 years, please visit your GP for advice.

Website <https://www.health.act.gov.au/hospitals-and-health-centres/walk-centres>

Healthdirect

If you need to speak with a registered nurse, you can call Healthdirect at any time for advice on 1800 022 222. Healthdirect is a 24/7 service.

Bulk Billing doctors

Bulk billing is when a doctor bills Medicare directly for the full payment of their service. Bulk billing means you should not be charged any additional costs such as a booking or administration fee.

A patient account is when a doctor charges you directly in full. After you have paid, you can then claim a portion of this cost with Medicare.

So to save money, look for doctors in your area who may bulk bill.

Things to remember:

- If you are running late or cannot make an appointment call the service.
- Whenever and wherever you go to see a doctor or other health care professional always bring your Medicare Card and any Centrelink Concession card you hold. By showing these cards you may be able to get free or significant discounts on health services.
- When you make an appointment with any health care service always ask:
 - How much will it cost? How much of a co-payment will I have to pay?
 - Do you bulk bill and who do you do this for? Some health services only bulk bill

for concession card holders, like seniors.

- What Centrelink Concession card do I need for a discount?
- If my appointment is longer, will I be charged more?
- If you have moved to a new house **remember to get any correspondence from the healthcare provider sent to your new address.**

Winnunga Nimmityjah Aboriginal Health Service

Winnunga Nimmityjah Aboriginal Health Service (AHS) is a free primary health service run by the Aboriginal and Torres Strait Islander community. To access this service you will need to be an Aboriginal and Torres Strait Islander person. They provide medical services like women and children specific services, immunisations, health checks and dental.

Opening hours: 9am – 5pm Monday to Friday

Address: 63 Boolimba Crescent
Narrabundah ACT 2604

Phone: (02) 6284 6222

Low cost health services

National Health Coop/ West Belconnen Health Cooperative Ltd

The West Belconnen Health Cooperative Ltd provides affordable and accessible medical and health services to the Canberra community.

You can become a member by paying a low annual membership fee. As a member you will receive benefits such as bulk billing where possible. It is a not-for-profit organisation which means that your membership fees go into supporting the Cooperative.

For more information contact the following Cooperative centres:

National Health Co-op Coombs

Opening hours: 8:30am – 5:00pm
Monday to Friday

Address: 110 Woodberry Ave
Coombs, ACT 2611

Phone: (02) 6178 0400
Website: <https://www.nhc.coop/locations/coombs>

National Health Co-op Belconnen

Opening hours: 8:30am – 5:00pm
Monday to Friday
Address: 1/30 Totterdell Street, Belconnen ACT 2616
Phone: (02) 6178 0400
Website: <https://www.nhc.coop/locations/belconnen>

National Health Co-op Kippax

Opening hours: 8:30am – 5:00pm
Monday to Friday
Address: Kippax Fair Shopping Centre (Inside mall opposite The Coffee Club)
Hardwick Crescent
Holt, ACT 2615
Phone: (02) 6178 0400
Website: <https://www.nhc.coop/locations/kippax>

National Health Co-op Evatt

Opening hours: 8:30am – 5:00pm
Monday to Friday
Address: 8 McClure Place
Evatt, ACT 2617
Phone: (02) 6178 0400
Website: <https://www.nhc.coop/locations/evatt>

National Health Co-op Chisholm

Opening hours: 8:30am – 5:00pm
Monday to Friday
9am -2pm
Saturday
Address: 26 Benham Street
Chisholm, ACT 2905
Phone: (02) 6178 0400
Website: <https://www.nhc.coop/locations/chisholm>

National Health Co-op Macquarie

Opening hours: 8:30am – 5:00pm
Monday to Friday
Address: Shops 4 & 5 Macquarie Place
Macquarie, ACT 2614
Phone: (02) 6178 0400
Website: <https://www.nhc.coop/locations/macquarie>

National Health Co-op ANU

Opening hours: 8:30am – 5:00pm
Monday to Friday
9am -2pm
Saturday
Address: L2, Building 156, Joplin Lane
Acton, ACT 2601
Phone: (02) 6178 0400
Website: <https://www.nhc.coop/locations/anu>

Sexual Health and Family Planning ACT (SHFPACT)

SHFPACT offers free or low cost sexual or reproductive health care. They provide pap smears/cervical screening, STI checks and contraception and fertility advice. The majority of doctors and nurses are women.

You will need to make an appointment.

Opening Hours: Monday – closed
Tuesday – Thursday – 8:30am – 5pm
Friday – 8:30pm – 1:30pm
Some after-hours appointments are available –ask when you make your booking.
Phone: (02) 6247 3077
SMS only: 0400 770 999
Website: <https://www.shfpact.org.au>

Address: Level 1, 28 University Ave
Canberra ACT 2601

Community Health's Adult Dental Service

Community Health's Adult Dental Service provides dental treatment to ACT residents who are the primary holder of a current ACT Centrelink issued Pension Concession or Healthcare card. Services are delivered from the Civic and Phillip Health Centres.

There is a maximum co-payment of \$300 for restorative treatment in a year. This payment excludes certain procedures and products. Please call the clinic for more details. Payments can be made in cash, Eftpos, credit card, cheque or Centrepay.

Phone: (02) 5124 9977 Central Health Intake for all clinics

Opening Hours: 8am – 5pm Monday to Friday (check for periodic closures on Wednesday afternoons.)

City Community Health Centre

Address: 1 Moore Street
Canberra, ACT 2601

Phillip Community Health Centre

Address: 17 Corrina Street
Phillip, ACT 2606

Tuggeranong Community Health Centre

Address: Anketell Street & Pitman Street
Tuggeranong, ACT 2900

Gungahlin Community Health Centre

Address: 57 Earnest Cavanagh Street
Gungahlin, ACT 2912

Belconnen Community Health Centre

Address: 56 Lathlain Street
Belconnen, ACT 2617

Emergency Dental Services

Emergency dental services are available to eligible adults and children who need urgent dental treatment.

To go to this service, you need to be an ACT resident and Centrelink Concession card holder.

There is a minimum charge for this service for adults. Additional fees may apply. This service is free for children under 18 who hold a Centrelink Concession Card.

Be sure to bring your current ACT Centrelink Concession Card and details of any medication you are currently taking.

Always phone ahead to check availability, to be assessed and to make an appointment. It is also a good idea to ask about fees at this time.

Opening Hours: Monday – Friday (except public holidays)

Phone: (02) 5124 9977 Central Health Intake

Limited after-hours services are also available at the Phillip Dental Clinic on Saturday mornings. Please contact 02 6205 1653 for weekend and public holiday emergency care.

Phone Support

If you need someone to talk to or you would like advice on where to get help, there are phone numbers you can call.

Be aware that even though some services are free to call there may be extra costs for you if you are calling them from a mobile phone.

1800 RESPECT: National Sexual Assault, Domestic and Family Violence Counselling Service for people living in Australia

1800 RESPECT has qualified and experienced counsellors who can provide you with information and referral to support services that can help you and your family.

For Information and support 24/7 - Call 1800 737 732

HealthDirect Australia

If you have a health issue and you do not know what to do you can speak with a registered nurse over the phone. The nurse will be able to help you to know where to go and what to do.

Phone: 1800 022 222 (24 hours a day, 7 days a week)

Calls from landlines are free. Calls from a mobile phone may be charged.

Lifeline

Lifeline offers confidential telephone crisis support 24 hours a day, 7 days a week from a landline, payphone or mobile.

If you are experiencing a personal crisis or thinking about suicide you can call Lifeline. Trained volunteer staff are ready to listen, provide support and referral to anyone, regardless of age, gender, ethnicity, religion or sexual orientation.

Phone: 13 11 14

Most calls to 13 11 14 from a landline will be charged the cost of a local call, however additional charges may apply for some home phone plans.

Calls to 13 11 14 from mobiles are free. This includes Pre-Paid and Post-Paid customers.

Pre-paid customers who are out-of-credit will be connected to 13 11 14 until their prepaid service is suspended. The out-of-credit period varies depending on providers but is typically between 30 days and 6 months.

Reducing the costs of your Private Health Insurance

If you have private health insurance, you might be worried about keeping up with payments. If you are doing it tough financially and/or your circumstances have changed you might want to think about:

- Reassessing whether your current plan meets your needs. The Australian Private Health Ombudsman has a tool to help you compare policies which you can access here: <https://www.privatehealth.gov.au/dynamic/search/start>
- Lowering your premiums. This means choosing to receive only limited benefits, not be covered for certain services or co-paying for certain treatments.
- Any discounts you may be able to get from your provider. For example, if you are a pensioner or a low-income earner in the ACT your premium may be reduced because you are entitled to free ambulance cover.
- Requesting a suspension due to financial hardship. Health funds may allow you to suspend your insurance for an agreed amount of time.
- Talking with your health fund about your situation and what options they can offer to help you.

Reducing your Chemist/Pharmacy costs

Filling your prescription can be expensive. To cut some of the costs try to:

- Use your Centrelink Healthcare concession card at all times
- If a medication is covered under the Pharmaceutical Benefits Scheme (PBS) you will only pay \$6.60 per script if you have a concession card, or up to \$41 per

script if you do not have a concession card. If a medication is not on the PBS you will be charged the full price.

- Agree to or ask for the generic brand of medication
- Fill your prescription at a discount pharmacy
- If you are in crisis, talk with an emergency support provider. In special circumstances some charities and community organisations may pay for your prescription to be filled.
- Buy at the supermarket. It is cheaper to buy over the counter medications, first aid supplies and menstrual products from the supermarket rather than the pharmacy. Products like paracetamol, antacids, bandaids and tampons will be cheaper at the supermarket.

Unexpected medical costs

Healthcare or medical debts often happen because of unexpected illness or emergency. Big bills like ambulance fees or operations and treatment are daunting.

- If you know you're going to have any kind of surgery or medical treatment always ask for an estimate of costs and a payment plan before agreeing to the treatment if you can.
- Remember if you have a Centrelink Healthcare card medical treatment may be heavily discounted and your debt minimised or cleared.

How can I manage my money on a tight budget?

Making a plan to manage your money before, during and after leaving violence may help ease some of your financial stresses and help you to better understand your financial position. Living in the ACT can be expensive for some things and cheaper for others! But depending on what you are buying, there are lots of places to get low cost goods in the ACT.

Managing on a tight budget can be stressful but there is support available. The first steps to managing your money may also be easier and less nerve-wracking if you can get some individual support. If you would like to talk to someone over the phone or in person about budgeting there are Canberra based organisations which can give you free and confidential support. They can help you plan and stay on track with your budget.

Care Inc. Financial Counselling Service

Address: Level 4, CCG House
219 London Cct
CANBERRA CITY ACT 2601
Ph: 1800 007 007 or 6257 1788
Email: admin@carefcs.org
Website: www.carefcs.org
Opening hours: Monday - Friday 9am to 5pm

If you are distressed about your financial situation after office hours contact Lifeline on 13 11 14.

Salvation Army's Moneycare, Canberra

The Salvation Army's Moneycare service provides free and confidential financial counselling for people facing financial difficulties or wanting to avoid financial difficulties in the future. They are able to help with a range of issues including budgeting, credit, debt and repossession.

Link to the website to find details about your local centre.

Website: <https://salvos.org.au/need-help/financial-assistance/financial-counselling/>
Phone: 1300 371 288

Please note that not all Moneycare services are full time and that due to demand for services there may be a waiting period before an appointment is available.

Below you will find information on managing your money and budgeting, as well as handy hints on keeping your expenses down.

Creating a budget

Budget your income based on money that is regularly coming in and out. This can help you manage the highs and lows. A budget is a plan that has information about your financial situation, like what money is coming in and what money is going out. A budget helps you to plan, keep track of and manage your spending and saving.

To make a budget:

1. On a budget sheet, piece of paper or on a computer start by writing down a list of what money you can count on getting pay period. This list or column is called "Income" or "Money in".
2. Next to the "Income" list write down what you spend each pay period. This column is called "Expenses" or "Money out". It will probably list things like food, household essentials, bills, petrol and any debt repayments due.
3. Add up both columns individually and write their totals at the bottom of each column.
4. Now minus the Expenses from the Income. This will tell you if you are overspending or whether you have money to save. Ideally, after taking the expenses away from your total income there is money left over.

Highlight areas where you could save. Even if you don't have money left over, there may be ways to reduce expenses or increase income. Making even small changes to balance your budget may give you a workable money plan.

There are ready-made budget sheets online to help you get started. For ready-made budget sheets you can:

- check out Care Financial Counselling Service Inc.'s Budget Sheet at <https://www.carefcs.org/tools-and-resources>
- visit the budgeting tool on the Department of Human Services website which allows you to work out your own budget of income and basic living costs at <https://processing.csa.gov.au/BudgetTool/Index.aspx> ; or
- visit your local Centrelink Service Office and ask for a Budget Planner or download the Planner from <https://www.servicesaustralia.gov.au/individuals/subjects/manage-your-money/budget>

Tips to help you stay on budget

Here are some handy hints and tips which may be able to help you cut costs and save:

- Only go to the shops once a week or once a fortnight.
- Shop quickly and only go to shops when you need to go.
- Don't shop when you're hungry.
- Make a list before you go shopping and stick to it.
- Look at catalogues from local supermarkets to check out where the best buys are each week.
- Try and shop without any children as they can make it hard to say no to things
- Don't use a trolley unless you really need to, because you'll fill it up.
- Fill up your basket with fruit and vegies, not packaged foods.
- Ask yourself: is an item on sale that much cheaper? Do I need it?
- Pay cash wherever possible so you are not tempted to use credit or go over your 'fee-free' transactions limit if you have one.
- Don't put groceries on credit cards because if you don't pay it off each month, you'll end up paying interest on food. You might even leave your cards at home when you visit the shops and only spend the cash you have on you.
- Look for specials, shop-a-dockets, coupons and use them.
- Buy in bulk with friends or family.
- Shop with a friend who is also on a budget - you can share tips, enjoy bargains and save together.
- If you often use retail therapy try to think of other ways to comfort yourself.

Where not to shop:

Shops like convenience stores and petrol stations are generally more expensive than supermarkets. Try to avoid shopping at these places. Even though they may be convenient or offer fuel deals more often than not they are costly.

Can I get discounts or help to make my utility bills cheaper?

1. Concession card discounts

If you have either a Pensioner Concession Card or Centrelink Health Care Card you may be eligible for a range of concessions. When you are connecting to a service ask them about available discounts. Registering your concession card early could give you discounts on your bills.

You can also go online and check out the ACT Government Concessions page at www.assistance.act.gov.au for more information about concessions for ACT residents.

2. ACTsmart Household Energy Efficiency Program

The ACT Government **Low Income Household Program** provides low-income Australian Capital Territory households with a practical approach to help them reduce their energy and water use and save on energy and water bills.

The Society of St. Vincent de Paul is working with the ACT Government to deliver the program.

Benefits of the program include;

- reduce your energy and water consumption
- save money
- improve the comfort of your home
- an energy-saving information kit
- a shower timer
- a thermometer
- draft proofing for your home

For more information contact The Society of St Vincent de Paul; 02 6234 7408 or email energyefficiency@svdp-cg.org.au

3. ActewAGL Enduring Support Scheme

The Enduring Support Scheme is for ACT and NSW residential customers who need assistance managing their energy and water accounts due to domestic or family violence. Support is provided in a confidential and secure environment and can be managed through an advocate or counsellor with your permission.

Financial support options include;

- flexible payment arrangements
- energy efficiency support
- eligibility for the Staying Connected program
- fee waivers
- discounted plans.

For more information about eligibility and access to the program call 1300 138 574 or you can apply online <https://forms.actewagl.com.au/forms/staying-connected-form.aspx>

LOOK AFTER YOURSELF!

Even on a really tight budget it's important to try and leave some money for yourself. 'Quality of life' means taking care of the essentials first but also allowing yourself some things that make you feel good and that you enjoy!

What if I need to borrow money or access credit?

Before you borrow money the first thing to think about is whether you can afford it.

The best way to check out what will be affordable for you is to do a budget and see what's left over after your other expenses. It doesn't matter whether you want to borrow for a small or larger item, like a car or you are borrowing from the No Interest Loan Scheme (NILS), you still need to know what you can afford.

What are the alternatives to borrowing?

There may be alternatives to the stress and expense that comes with borrowing money. You might want to think about:

- **The purpose of the expense**

If the purpose is not essential it may be better and more affordable in the long term to save the entire or part of the cost rather than getting into debt. Having a loan that covers the whole expense means that you will end up paying more than the original price because of interest, fees and charges.

- **Lay-by**

A lay-by can be a more affordable way to purchase something without entering into debt. Be sure to check out the fees and charges before you enter into a lay-by!

- **Shopping around**

Allow yourself time to shop around for the best deal. Prices and offers can vary from store to store.

What do I need to know?

Ok, so you've done your budget and now you want to get the best deal for your money! Below are some of the most important things to consider and know when borrowing money:

1. **Always borrow from a licensed credit provider**

Make sure you are borrowing money from a licensed credit provider. If a credit provider is not licensed, you will not have the same legal protection or rights as you would if they were.

To check whether a credit provider is licensed see:

ASIC's Professional Register

https://connectonline.asic.gov.au/RegistrySearch/faces/landing/ProfessionalRegisters.jspx?_afctl=state=qb4wh2h2i_4 or phone ASIC's info line on 1300 300 630.

2. Interest, fees and charges

Interest, fees and charges can really hurt financially! Before you agree to borrow money, be sure to ask the creditor or person lending the money:

- What the interest rate is on top of the amount you are borrowing?
- What do the interest rates mean per payment?
- Will you be required to pay monthly or fortnightly? This can make a difference to your repayment period.
- What the fees or charges for the loan are? This includes both regular ongoing fees and one-off fees.
- If you miss a payment or are late with a payment what the penalty or charge is.
- For an information or fact sheet which details any fees or charges associated with borrowing money from them.

A financial counsellor can help you decide if the interest rates, fees and charges of a credit option suit your borrowing needs and financial situation best.

3. Read over everything and make sure you understand before you sign

Collect the documents you need for the application and processing of your loan request. It's better to have these ready and not have to keep going back and forth to the lender because you haven't got everything you need.

Get a copy of the loan contract, agreement and any insurance that you are being offered to take away and have a look at *before* you sign anything. Contracts can be difficult to read and getting some help with this from a financial counsellor or consumer credit solicitor can be useful.

Signing a contract

A contract is a binding legal agreement between the debtor(s) (the person/people borrowing the money) and creditor(s) (the person/organisation lending the money). It generally details the terms and conditions of a loan. This means what each party must or mustn't do. This usually includes things like the details of both debtor and creditor, the amount of money lent, the repayment period and any fees or charges.

As a legally binding agreement or document you are usually required to follow the terms and conditions of the contract you have made with your creditor.

Remember to always read any contract carefully and in full. This includes the fine print or underwriting. Contracts are often hard to understand and it might be helpful to see a financial counsellor or a consumer credit solicitor. Always ask questions if you need to.

Don't sign a contract until you understand and agree with all the terms and conditions.

A contract can be:

In writing

A contract may be in a written document which requires your signature. Not all contracts are in writing. This form can be useful because it is a written record of your loan arrangement.

When you put your signature on a contract it means you agree to the terms and conditions of the contract you have signed. If you don't agree to what is written, don't sign!

Oral

An oral contract happens when you agree verbally to purchase goods or services. For example if you are having your car repaired and the mechanic tells you (in person or over the phone) that your car needs \$100 worth of repairs and you agree to have the repairs done. Even though you haven't signed anything, you may still be required to pay the amount discussed.

If you are agreeing verbally to something it is important to always make sure you ask how much it will cost and ask for a written quote before you agree. Having a quote in writing will help both parties to understand their responsibilities.

Ticking an online form

Today many people purchase goods and services via the internet through sites like eBay and Amazon. If you purchase goods or services via the internet you will be asked to tick a box which asks if you agree to the terms and conditions. Make sure you understand the terms and conditions before you tick this box and proceed with your purchase.

If you are purchasing goods or services overseas and you have an issue with the supplier remember Australia's consumer protection laws do not apply in other countries.

- 4. Know how much you want to borrow and don't be talked into taking out more than this amount**

5. Know your rights & responsibilities

Both you (the borrower) and the credit provider (the lender) have certain rights and responsibilities. A creditor must provide you with either a credit guide or a written notice containing information about their licence number, fees and also details of your right to make a complaint.

Be sure to get a credit guide or written notice before you go ahead with any credit or loan.

Hints, tips and warnings on credit options

Beware of these types of credit!

Some forms of borrowing money are expensive and can be misleading. Below you will find a list of credit options which should be wary of:

- **Credit cards** - Credit cards can be really expensive because they often have a high interest rate plus fees. This means that you will pay more than the amount you spend. Unless you can pay the full amount off each month and NOT leave anything owing, you will end up paying interest on all your card purchases.

If you are thinking about getting a credit card always look for a card with the lowest interest and longest repayment 'window' or period.

Handy hint!

Remember to always look at your statements, try to avoid cash advances and repay more than the minimum repayment amount in the interest-free period.

- **Store cards** - Store cards are credit cards offered by large retail stores. Interest rates for these cards are often much higher than other credit cards. This means if you don't pay them off quickly you will end up paying much more money than what you spent.

Sometimes retailers may send you a card even when you haven't requested it. It can be tempting to use this but remember that interest begins to build up as soon as you use the card. This interest rate is usually high. Stores or financial institutions should not send you a card unless you have requested it.

Before you sign up for a store card be sure to compare other forms of borrowing.

- **‘Interest free’ deals** - ‘Interest-free’ deals are often advertised at furniture or appliance stores. ‘Interest free’ is not the same as a ‘no Interest loan’ offered by a community organisation.

‘Interest free’ contracts may have regular payments due or a period without any payments. If you miss a required payment or don’t pay in full when the period without payments expires you may end up paying a lot in interest, fees and charges.

- **Pay-day, Same day or Fast-cash loans** - These types of loans loan people cash very quickly in small amounts. They are often targeted at people on low incomes who need to get cash quickly and do not think they can get money from other credit providers. They tend to have high fees and charges which end up being the same as high interest rates. It can be very difficult to pay back this type of credit quickly. If you don’t make the exact payments as they are due you will be charged fees that push up the cost of the repayments.

There are options such as *No interest Loans, Step Up Loans* and *Centrelink Advances* that may be a better and safer option for borrowing money.

If you need help and are considering a Pay-day, Same day or Fast-cash loan contact a free financial counsellor to discuss your options before you apply.

- **Loan sharks** - A loan shark is like a Pay-day, Same day or Fast-cash loan lender that offers high interest rate loans. They normally target people on low incomes who feel they can’t access credit any other way. A loan shark can also be an individual who offers money and uses inappropriate and threatening methods to get it back from you. Don’t borrow from anyone who says they can just lend you money. It is always best to go to a licensed lender.
- **Rent to Buy** - Stores that sell things like household goods and entertainment systems often offer ‘rent to buy’ deals. They tend to show you a weekly ‘rental figure’ or repayment and a nominal final payment. This deal can look pretty good at first but beware!

If you add up the number of weekly repayments plus the final payment, you will see that the final cost will be several times the actual price of the goods you are buying. To save a lot of money it is better to buy outright or consider a No Interest Loan Scheme instead.

- **Pawn Brokers** - Pawn brokers lend small loans in exchange for goods. When the loan is repaid in full along with any interest, charges or fees the goods are returned to you. If you cannot repay the loan the goods you pawned will be put on sale.

Be aware that the loan you get from pawning goods is usually less than the value of the goods themselves. If you add the interest and fees often charged by pawnbrokers the deal you are getting may actually not be very good. This is even true if you pawn goods in exchange for money without aiming to get the goods back.

Remember though, once you pawn something it can be very hard to get it back. This is because the repayments, interest and charges can be difficult to pay back in the repayment period.

- **Borrowing and family, friends and community members** - Before you borrow from family or friends think carefully about:
 - The amount of money you want to borrow
 - The way you will repay the debt
 - The length of time it will take to repay the debt
 - What will happen if it is hard to pay the debt back

It is important to think about how borrowing money from family and friends may affect your relationships. If for some reason you can't pay your debt back it can place stress on the relationship.

If you want to borrow money from your family or friends it is a good idea to set up a repayment plan together. Even if you are confident you can pay the debt back quickly, be sure to factor in a plan if you are finding it hard to make repayments. It is always best to talk and plan before things may get out of control.

It may be that family or friends ask you or put pressure on you to borrow money for them. This might be because they can't get a loan in their name for some reason.

Remember if you take out a loan in your name for someone else, you will be responsible for the repayments even if the other person says they will pay it!

- **Credit deals that seem too good to be true** - If you come across a credit deal that seems to be too good to be true, it probably is! There are lots of different ways that people can be scammed so it's best to be alert to anything that seems a bit unusual. Scams about credit can include receiving emails or calls about winning the lottery, inheriting a fortune or the early release of your superannuation if you reveal personal information. The golden rule is DON'T give your details to other people and always be on the lookout for anything that seems too good to be true.

Check out the Australian Competition & Consumer Commission (ACCC) Scam Watch website at www.scamwatch.gov.au. It has some great information about how to avoid scams and how to report one. There is also a handy list of Golden Rules which will help you to protect yourself from scams at <http://www.scamwatch.gov.au/content/index.phtml/tag/howtoprotectyoursself>.

Safer ways to borrow money

- **No Interest Loan Schemes (NILS)** - No Interest Loan Schemes (NILS) are offered to people and families on low incomes by community organisations. They can be used to purchase things like household goods and car repairs.

Care Financial Counselling offers a NILS program in the ACT. They have helped lots of people and families buy the things they need without the stress of added interest.

To be eligible you must:

- Live in the ACT and surrounding district
- Hold a Centrelink Pension or Health Care Card or worker on a low income
- Have the capacity to repay the loan within 12-18 months
- Have stable accommodation

Loans are paid back fortnightly through Centrepay or by Deposit Book. For more information Contact:

Care Inc. Financial Counselling Service

Address: Level 4, CCG House
219 London Cct
Canberra, ACT 2601
Ph: 02 6257 1788
Email: admin@carefcs.org
Website: <https://www.carefcs.org/no-interest-loan-scheme>
Opening hours: Monday - Friday 9am to 5pm

If you are distressed about your financial situation after office hours contact Lifeline on 13 11 14.

- **StepUP Loans** - StepUP loans are for individuals or families that have a current Centrelink Concession Card or are receiving Family Tax Benefit Part A. Individuals or families are also required to have lived at their current address for more than three months.

StepUP offers loans of between \$800 and \$3000 for personal or household purposes such as:

- Household Items including fridges, washing machines, and furniture
- Cars
- Computers
- Medical and Dental expenses
- House repairs
- Car repairs

Interest is charged at a fixed low rate, and loans can be repaid over three years. No fees apply. This loan is provided by National Australia Bank and is subject to NAB's credit assessment. Terms and conditions apply. For more information and to check your eligibility contact:

BCS Southern Region Office

Address: 14 Wormald Street, Symonston ACT 2609

Phone: (02) 6195 3168

- **Centrelink Advances** - Sometimes you may be able to negotiate an advance on your Centrelink payment. How much you can get will depend on the payment you receive and the purpose of the advance. You will need to pay this advance off and can talk about repayment options with Centrelink. Contact Centrelink for more information:

Online: <http://www.humanservices.gov.au/customer/enablers/advance-payment> or via the self-serve phone number 136 240

Calls from your home phone to a 13 number from anywhere in Australia are the cost of a local call. Local call charges may vary depending upon the telephone service provider, and mobiles may incur a higher charge.

Or visit your local Centrelink Service Centre

<https://www.servicesaustralia.gov.au/individuals/contact-us/find-us>

- **Matched savings plans** - Matched savings plans help families on lower incomes to build saving habits and assets. The plan will match the amount you save up to a certain limit. For example, if you save \$465 the matched

savings plan provider will give you \$465. The money the plan gives you is generally for educational support.

In the ACT, the Smith Family runs a matched savings plan called the SaverPlus program. Participants who are eligible for the program make regular deposits towards a savings goal over a 10 month period. At the same time they attend workshops to build their financial management skills. When participants reach their savings goal, the ANZ bank matches the amount - up to \$500. This money is to be put towards education costs like uniforms, textbooks, laptops, sports equipment, music tuition, TAFE or apprenticeship costs and much more.

You may be eligible for the program if you:

- hold a Centrelink Health Care Card or Pensioner Concession Card
- are at least 18 years old
- have a regular income from work (you or your partner) including casual, part-time, full-time or seasonal employment
- have a child at school or attend vocational education yourself

To learn more about the program and to apply:

Online www.bsl.org.au

Phone 1300 610 355

Email saverplus@bsl.org.au

- **Micro-Credit** - If you have a business idea or are in business you may be eligible for the ACT Women's Microcredit Program. This program offers small amounts of funding up to \$3,000 for women wanting to start their own business. You must be on a low income or hold a Centrelink concession card and show that you can repay any loan granted. For more information contact:

Lighthouse Business Innovation Centre

Address: 17/9 Beaconsfield Street
Fyshwick, ACT 2609

Phone: 02 6163 8300

Website: <https://www.lighthouseinnovation.com.au/funding/act-microcredit-loan-program.html>

Where can I get free advice on what to choose?

Care Inc. Financial Counselling Service

Address: Level 4, CCG House
219 London Cct
Canberra, ACT 2601
Ph: 1800 007 007 or 6257 1788
Email: admin@carefcs.org
Website: www.carefcs.org
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Link to the website to find details about your local centre.

Website: <https://salvos.org.au/need-help/financial-assistance/financial-counselling/>
Phone: 1300 371 288

Please note that not all Moneycare services are full time and that due to demand for services there may be a waiting period before an appointment is available.

MoneySmart is a website created by the Australian Securities and Investments Commission. It is full of handy hints, tips and tools on how to manage your money.

For credit and borrowing information visit:
<https://www.moneysmart.gov.au/borrowing-and-credit>

More information?

MoneySmart is a website created by the Australian Securities and Investments Commission. It is full of handy hints, tips and tools on how to manage your money.

Visit: <https://www.moneysmart.gov.au/>

What do I need to think about: work and income?

Thinking about finding work, staying in your job and keeping a regular income are all important whilst you think about leaving, as you leave and in the long term.

Staying at work

Violent relationships can impact on your performance, safety and wellbeing at work. It is important to know that there is support and advice available out there for you.

Telling your employer if you need to

Many women leaving violence find it difficult to juggle work and commitments, like applying for a DVO, attending court hearings and managing childcare. Not only is taking the time off stressful but telling your employer can be difficult. Fortunately, awareness of violence against women has become more widespread and better protections are in place through Australian unions and legislation.

If violence is directly impacting your work it is a good idea to be upfront about your situation. This means if your safety is at risk at work or you have to take significant time off for commitments related to the violence.

Attitudes to violence vary and some employers will be incredibly supportive others may be less so.³ If you are worried about telling your employer, you could also contact the union related to your industry for specific strategies and advice.⁴

Being treated unfairly by employer

If you think you have been treated unfairly by an employer because of your experience with violence, you may be able to claim compensation or get your job back.⁵

For information and advice regarding this contact:

Fair Work Ombudsman

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http://www.dvandwork.unsw.edu.au/sites/www.dvandwork.unsw.edu.au/files/imce/keeping_you_and_your_job_safe_bklt_22_may_2013_final.pdf

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http://www.dvandwork.unsw.edu.au/sites/www.dvandwork.unsw.edu.au/files/imce/keeping_you_and_your_job_safe_bklt_22_may_2013_final.pdf

Phone: 13 13 94

Level 10/224 Bunda St

Canberra, ACT 2601

8:00am-6:00pm

Monday to Friday

Women's Legal Service (ACT & Region)

Phone: (02) 6257 4377 (Inside Canberra)

1800 634 669 (Outside Canberra)

9.30am to 12.00 noon

Monday to Friday

<http://www.womenslegalact.org>

Looking for work

There are several programs and places in Canberra that can help support you to find work or training courses that meet your needs and availability. Below is a list of ways to find a job in the ACT with or without assistance.

JobSearch

Some Centrelink payments, like JobSeeker Payment, are available for people between 22 and Aged Pension age who are looking for work. It is also available for people who are sick or injured and cannot do their usual work or study for a short time.

Whilst receiving these payments you are required to meet your mutual obligation requirements, these are tasks and activities you agree to do, to help you find a job. These include attending appointments with an employment service or Services Australia, looking for work and applying for jobs, and other activities such as study, training, paid or voluntary work. You may be exempt from some mutual obligation requirements in certain circumstances including a crisis such as domestic violence or being homeless.

It is important that you follow the instructions of Centrelink and Services Australia. If you do not meet your mutual obligation requirements you will be penalised with demerits or financial penalties.

If you cannot make an appointment always try to notify your Services Australia provider in advance if possible. They will help reschedule a new appointment to meet your needs.

If you are finding it stressful and difficult to keep up with the requirements you should talk with Centrelink as soon as possible.

Recruitment Agencies

Recruitment agencies are businesses which match jobseekers with vacant jobs. They can help you to find a job that takes into account your skills, experience, availability and your needs. They can also help you get your resume or CV in shape. Their services are generally free to jobseekers because they make their money from businesses advertising jobs. Look online or in the Yellow Pages for local recruitment agencies.

Assistance with clothes for a job interview

There are ACT services which may help you look your best at job interviews, work experience, special occasions and work. This can be especially helpful if you are struggling financially and you have had to leave your home without any of your clothes and it is not safe for you to go back.

The role of these services is to help you choose suitable clothing, shoes and accessories for the job you are applying for or you are working in. These services are free for eligible women.

WOW Working Wonders (Communities@Work)

Phone: 0451 681 188

The Salvation Army

Phone: 02 6247 3635

St Vincent de Pauls

Phone: 02 6282 2722

What support can I get with work costs?

Return to Work Grants

The ACT Government Office for Women offers ACT women Return to Work Grants of up to \$1000 to help them get back into the workforce.

The grants have criteria and you will need to fill out an application form to apply.

For more information about the grants, eligibility and how to apply visit

<https://www.communityservices.act.gov.au/women/return-to-work-grants-program>

What about the costs associated with children?

If you are a mum who is or has experienced living with violence you may want some extra advice and information on assistance with the costs of things like childcare, recreation activities and counselling support for children. Finances can be really hard to juggle with kids, especially if you are reduced to a single income. Below is a list of financial matters relating to children that you may need help with.

Government Payments

Child Support Scheme

If you have separated from your partner you may apply to the Child Support Scheme. Through this scheme an arrangement is made between parents to provide an amount of money to help raise children. Once you are assessed, you can either transfer child support payments privately or the receiving parent can arrange for the Child Support Scheme to handle the transaction.

You can phone 132 307 Mon-Friday 7am-10pm and Sat-Sun 10am-5pm or visit <https://www.servicesaustralia.gov.au/individuals/subjects/parents-guide-child-support> for more information.

You could also talk with a Centrelink Social Worker about Child Support. You can make an appointment at your local [service centre](#) to see a social worker or call 132 850 to speak to a social worker.

Centrelink Parenting Payment

Depending on your circumstances you may be eligible for the Parenting Payment. This payment is designed to help you with the cost of raising a child.

To find out more about this payment, eligibility and claiming phone 132 307 Mon-Friday 7am-10pm and Sat-Sun 10am-5pm or visit <https://www.servicesaustralia.gov.au/individuals/services/centrelink/parenting-payment> for more information.

Assistance with childcare

Childcare in the ACT can be difficult to afford, but depending on your situation there are different types of assistance available to help you cover childcare costs.

These are the different types of assistance which you may be eligible for:

- **Child Care Subsidy** helps families with the cost of approved child care. The subsidy will be paid directly to the childcare provider to reduce the fees you pay. The amount you will be eligible for will depend on your income, the hourly rate cap based on the type of childcare you use and your child's age, and the hours of recognised activities you do.
- **Additional Child Care Subsidy**
Additional Child Care Subsidy gives some families extra help with the cost of approved childcare. You must first claim and be eligible for Child Care Subsidy to apply for this additional subsidy. You will also need to meet extra criteria. There are 3 different types you can apply for:
 - **Grandparent Child Care Benefit** This gives eligible grandparents and great-grandparents extra help with childcare costs.
 - **Transition to work** This gives families transitioning to work from certain income support payments extra help with childcare costs.
 - **Temporary Financial Hardship** This gives families in temporary financial hardship extra help with childcare costs.
- **Special Benefit** may help a family with an exceptional case of short term financial hardship which has substantially reduced their capacity to pay child care fees. You can't get Special Benefit if you're eligible for any other income support payment.

You can find information about these different types of assistance by visiting the Services Australia website

<https://www.servicesaustralia.gov.au/individuals/subjects/assistance-child-care-fees>

or by calling the online services support hotline 132 307.

Assistance with school fees

Keeping up with school fees can be tricky on a low budget. You don't want your child(ren) to miss out and you don't want to strain your relationship with their school. Your child(ren)'s school may be able to help you through their hardship policies. Talk to the bursar, explain your situation and ask if there are any discounts available.

If you are unable to pay for excursions for your child you should ask the school if any assistance is available.

There is also assistance from the government and local community organisations that could help you keep up with school fees. These include:

- **Secondary bursary Scheme**

The ACT Government gives financial assistance to support families with the costs of education expenses via the Secondary Bursary Scheme for students in years 7-10 and the Student Support Fund programs. To find out more about the Scheme

and eligibility visit:

https://www.education.act.gov.au/_data/assets/pdf_file/0008/1440908/ACT-SECONDARY-BURSARY-SCHEME-2020.pdf or phone the Bursary Scheme Administrator on (02) 6205 9300.

- **Youth Allowance**

Centrelink gives financial help to people aged 16 to 24 years who are studying full-time, undertaking a full-time Australian Apprenticeship, and training or are looking for work. For more information visit

<https://www.servicesaustralia.gov.au/individuals/services/centrelink/youth-allowance>

- **Learning for Life Program**

Through the Learning or Life Program the Smith Family provides emotional, practical and financial support to help disadvantaged children and young people with their education. For more information visit

<https://www.thesmithfamily.com.au/programs/learning-for-life> or contact the Learning for Life Offices on 1800 280 224

- **SaverPlus** (Smith Family delivers this in the ACT) *Saver Plus* is a 10 month financial education and matched savings program that assists families to gain financial skills, establish a savings goal and develop long term savings habits The matched money goes towards education costs including uniforms, text books, laptops, sports equipment, music tuition, TAFE or apprenticeship costs and much more. For more information visit <https://www.thesmithfamily.com.au/programs/financial/saver-plus> or contact The Smith Family on 1300 610 355.

Spending on your children within a budget

Spending on your children within a budget can be very stressful! It's always hard to say "no". "But Mum I really need it!"

The pressure from kids can be very strong to have things that they see 'everyone else' getting. There are a couple of things you can do to balance out the things they want and the things they need. Try:

- Talking with them about keeping to a strict budget. Helping them to learn about money early will help ease your stress and give them money skills for life.
- Try Op-shopping with your kids for bargains that don't cost a lot. This includes clothing, toys and books. The Salvo's, Vinnie's and YMCA Y's Buys are located at most shopping centres.
- Consider a lay-by. This way you can pay off an item slowly over a longer period. Just remember that if you cancel the lay-by you may lose your initial deposit.
- Don't be afraid to ask for help. During times like birthdays and Christmas there is a lot of pressure to spend big. If you are doing it tough it may be possible to ask

one of the charities for help with presents for your kids. There are lots of charities like The Smith Family, the Salvation Army and Vinnies which gather gifts for children at Christmas time.

Recreation activity fees

Having to miss out on recreation activities, like soccer or dancing, because of the fees can be tough on your kids and you. If you are having trouble paying fees or would like to sign your kids up to an activity but don't have the cash you could try:

- Look for free or low-cost children's activities around Canberra. Visit ACT Libraries at <https://librariesact.spydus.com/cgi-bin/spydus.exe/MSGTRN/WPAC/EVENTS?HOMEPRMS=EVSESPARAMS> <http://www.visitcanberra.com.au/> , <http://www.kidspot.com.au/> for ideas.
- Before you sign your child up for an activity take advantage of complimentary first lesson trials before you sign up or buy uniforms and equipment. This will help your child decide whether they really want to do an activity or not.
- Contact the activity provider and ask about payment plans. You could ask if they have discounts for concession card holders.
- If your child is already attending recreation activities but you are struggling to pay for equipment. You could look into hiring or buying second hand equipment for a small fee.
- Get involved in your kid's activities. Coaching, managing or volunteering your time for activities like sports, scouts or dancing, can sometimes cut your fees down.
- Sell old uniforms that you aren't using anymore. The money for these could go to your child's latest activity.
- Set a budget for recreational activities with your kids. Involving them in budgeting and looking at the costs of activities can help them to understand money better.

Children and mobile phones

Although it is now common for children and teenagers to own or use mobile phones, many don't know or understand how expensive they can be. Here are some tips to help keep your costs down:

- Talk with your children upfront about keeping mobile phone costs down. Let them know how much money you think is reasonable to spend each week or month. Rather than waiting to see how much your children have spent, get in early and teach them to budget.
- If you give your child a mobile phone or let them use yours, you need to supervise them closely. Smartphone apps, in-app purchases for games and prepaid recharges can be easily bought at the click of a button. If you have a

Smartphone you can place restrictions and a password only you know on your phone to protect you against small purchases which can rack up big bills.

- Check your credit or account regularly. This will help you keep track of spending.
- If your child overspends and have a job consider asking them for an amount towards the costs of the bill.
- Children under 18 years of age can't sign a contract. If your child comes home with a phone they signed up for and they're under 18 contact the Consumer Law Centre on 02 6143 0044 for help.

Access to counselling support for children

You may want to ensure your children have extra support as you contemplate or after you leave violence.

Barnardo's Australia

Phone: (02) 6228 9500

Website: <https://www.barnardos.org.au/our-centres/canberra/>

Kids Helpline

Kids Helpline is a free, private and confidential, telephone and online counselling service specifically for young people aged between 5 and 25. Call 1800 55 1800, this is a 24 hours a day, seven days a week service.

School Counsellors

Your child's school is likely to have school counsellors on hand who can offer support to help students meet educational, social, emotional and behavioural needs. These counsellors work collaboratively with families, school communities and external agencies. Talk with your child's school about accessing a school counsellor.

The Young People Outreach Program

The Young People Outreach Program (YPOP) is an early intervention program that aims to provide support to primary school aged children who have been affected by domestic violence. The program provides a flexible approach to working with its clients. This may include counselling, home visits, referrals and advocacy with other services/activities. Contact Domestic Violence Crisis Service on 6280 0900 for more information about local refuges and YPOP.

What support can I get with transport?

Transport can be expensive depending on what type you choose, where you live and where you need to travel. You will have important places and appointments to go to like the bank, the doctor and court. Sometimes getting there could be tricky and you may need to reach out to services, friends and families to get their help so you arrive on time.

Below you will find information on transport options in the ACT. There is also information about getting discounts and ways to save on transport costs.

Buses and Light Rail

ACTION buses are the main form of public transport in the ACT. Bus routes service the majority of Canberra and timetables run regularly through the major town centres of Tuggeranong, Woden, Civic and Belconnen and Gungahlin. Depending on where you live and when and where you need to get to, the bus may be an affordable and easy way to travel.

Light rail services operate between Gungahlin and the City up to every 5 minutes. Detailed light rail frequency can be found on the [CMET website](#).

You can plan your travel using the [Journey Planner](#) which helps you plan your entire journey via light rail, bus, bicycle and walking.

If you are combining your light rail journey with another mode of travel, you may wish to view our [bus timetables](#), [park and ride locations](#), [kiss and ride locations](#) and [active travel page](#).

Use your MyWay card which gives you 90 minutes to tap on and off for your whole integrated trip across light rail and buses. You can purchase a paper ticket, or top up your MyWay card, at ticket vending machines which are located at light rail stops. Find out more: [MyWay and Ticketing page](#).

To find about bus routes, times and any other information visit the Transport Canberra website <https://www.transport.act.gov.au/>

MyWay

If you ride the bus regularly it is a good idea to get a plastic prepaid MyWay card. This card will cost less than a cash fare if you tap off when you leave the bus. Every time you catch the bus you will have a 90 minute transfer period.

This means that from the time you first tap on with your MyWay card you can catch as many buses as you like for free for the next 90 minutes.

You can also register a concession card with your MyWay card and save more!

Cash fares

You can pay in cash for a single or daily ticket on board the bus from the driver. All single fares will give you a 90 minute transfer period. This period lets you connect to a different bus using the same ticket within 90 minutes of purchasing your ticket.

For up-to-date cash fare pricing for adults and concession visit <https://www.transport.act.gov.au/tickets-and-myway/fares>.

Always show your concession card

If you have a concession card be sure to link it with your MyWay card or show it to the bus driver when you board. ACTION offers big discounts to eligible concession card holders.

ACTION currently gives concession prices to holders of Healthcare/ Centrelink Concession Cards

Getting the kids to school: School bus tickets

The Student Transport Program gives eligible primary, high school and college students with free travel on ACTION buses Monday to Friday during school terms. Students are eligible for this program if they or their parent/guardian holds a valid Pensioner Concession Card or Health Care Card issued by Centrelink.

School students who are paying cash at any time are eligible for a concession discount.

Cars/motorcycles

If you are thinking about using a car or motorcycle it is important to think about all the costs involved. Licensing, buying, registration and repairs are some of the expenses you may have to factor in.

Licensing

You will need to have an up-to-date valid driver or motorcycle license to drive a car or motorcycle. To get a license you will have to undertake a driving test or prove you have had a license before and pay a fee. If you have a concession card you may be eligible for discounts on the application fee.

Access Canberra for more information:

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1581/~/_act-driver-licence-information or call 13 2281

Co-owned cars

You may co-own a car with the person using violence and are wondering what to do about it. Often, in this case, the person using violence may take the car and the woman is left without transport but still paying her share of the car loan.

If you are in this position you should contact a financial counsellor, like Care Inc. 02 6257 1788, to help you understand your rights and responsibilities financially. They can also help refer you to local free legal support.

Buying a car

Take your time when buying a car. Go in with your eyes open, arm yourself with plenty of information and don't feel pressured to buy. – MoneySmart

If you would like to buy a car or motorcycle the first thing to think about is affordability. Cars can be expensive to run and it is best to do your research and budget before you buy. Here are some things to think about:

1. How much can you afford?

Think about all the costs involved in buying and owning a car or motorbike. Factor in the purchase price and ongoing registration costs, insurance, maintenance and fuel.

If you plan on borrowing money to buy a car or motorbike remember to budget for ongoing loan repayments, fees and charges. Check out the section on the “Do’s and Don’ts of Borrowing Money”. Remember if you can save hard towards a vehicle you will end up spending less than you would with a loan.

2. Choosing a vehicle

Work out which car or motorcycle suits both your budget and your needs. Think about:

- Does your license permit you to drive a manual or will you need an automatic?
Manual cars are often cheaper to run and repair than automatic cars.
- Second hand or new?
- How much can you afford to spend on looking after your car?
- A smaller car is generally cheaper to run if you are mainly city driving.
Bigger cars tend to be more expensive to register, service, refill with petrol and buy tyres for.
- Will the car have a good resale value?

3. Set your price range and stick to it!

Work out exactly how much money you have to buy a car or motorcycle. Be sure to factor in the price of the vehicle, the cost of an inspection and the transfer of registration and stamp duty.

With so much advertising and “deals” around it can be difficult to stick to your budget. It can be helpful to shop with someone who can help you to stick to your budget and find the best deal.

If you have found a vehicle that you are keen on you could also try to bargain with dealers to meet your budget. Dealers are often prepared to deal if they know you’re serious and you can come close to the advertised price.

4. Look for the best deal

Once you decide how much you can afford to spend the next step is to do your research. Look online, in the paper, visit a few dealers or auctions. This will give you a good idea of what cars or motorcycles are in your price range and how much you can expect to pay.

5. Registration

The longer registration period on a car for sale the better!

Check the registration on cars and motorcycles that you are looking at. Some cars are sold just before their registration expires. This means that you will have to pay for registration soon after you purchase the car. This can be expensive because on top of registration costs you may have to pay for repairs like new tyres and lights. There is also the compulsory third party insurance to factor in.

When you are looking to buy a car or reregister your vehicle remember if you hold an ACT Seniors Card, Department of Veterans Affairs Gold Card, Health Care Card and/or Pensioner Concession Card holders you may be eligible for a Motor Vehicle Registration Concession. You can also get a concession if your car runs on gas or is electric powered.

For more information on transport and registration assistance in the ACT check out the ACT Government website: <https://www.act.gov.au/assistance>

6. Get a vehicle inspection before you buy

Vehicle inspections for second-hand cars can seem a bit pricey at first but they can uncover any problems that could be expensive to fix later on.

Check to see how many kilometres the car has done. The numbers should line up and the kilometres should match the service history in the car's log book. If they don't the car's odometer could have been tampered with.

Perhaps you have a friend or family member who knows what to look for and can help you.

The NSW Fair Trading website has a great checklist of what to look for when buying a second-hand car: Money Stuff: Inspection Checklist.

Repairs

If your car or motorcycle needs repairs be sure to shop around to get the best price.

If you hold a Pensioner Concession cards, Health Care Cards or are living on a low wage you may be eligible to apply for a **No Interest Loan** for car repairs. A NILS Loan is available up to a value of \$1500 and can be paid back in instalments from through Centrepay or by Deposit Book. For more information contact Care Inc Financial Counselling Service on 6257 1788 or the Salvation Army on 6247 3635

Avoid traffic fines

Traffic infringements or fines like speeding, driving an unregistered vehicle and negligent driving can result in big expensive fines. Best to try and avoid them!

Taxis

Taking a taxi regularly can be expensive and exact fares can be hard to predict. Try another option like taking a bus or catching a ride with a friend or family member before jumping in a cab.

How can I afford to stay connected?

Phones and internet access

Staying connected with friends, family and services may often be easier by phone, mobile or internet. Knowing what to buy and how to keep costs down can help make this less stressful for you and your budget.

Keeping safe online and over the phone

The person using violence may be monitoring your activity online. This can be done through social media or installing spy software on your devices to track your activity and whereabouts. Visit the eSafety Commissioner for more information

<https://www.esafety.gov.au/key-issues/domestic-family-violence/online-safety-planning/online-safety-checklist>

Keeping mobile phone costs down⁶

The best way to keep your mobile costs down is to know what you need your phone for. Here are some tips to keep your costs down:

- Choose a prepaid or plan option which best suits your needs. If you like to make calls instead of texting choose a package which gives you the most amount of free calls or if you like texting choose a package with free texts.
- Choosing a provider that is the same as your friends or family can save you money. Often services offer free calls or texts to people in the same network.
- Prepaid plans are generally easier to control on a tight budget. This is because you have to choose to recharge it rather than a plan which may keep charging you over what you wanted to spend.
- If you choose a plan, start on a low or cheaper plan. You can often increase your plan but it can be difficult to decrease it.
- The savings phone companies advertise may not always result in savings.
- Know how much calls, texts and internet access cost on your current plan. This includes calls to voicemail, message bank, directory numbers and 13 and 1800 numbers.
- Keep a close eye on your account or spending meter. This way you can see when you are running low on credit or you are reaching your plan's cap. Be aware that most service providers will charge for paper statements.
- Take advantage of the free calls, text and data your phone company offers. You can also try calling in off peak times to cut costs.

⁶ <http://accan.org.au/consumer-info/tip-sheets/mobile-and-broadband-everyday-money-saving-tips>

- Remember streaming or downloading video, music and images can be expensive.
- Smartphone apps, like Facebook or Skype, continue to draw data from your account if they are not closed properly. Be sure to close apps which you are not using and turn off “push notifications” in your settings.

Push notifications allow a Smartphone app to notify you of information like sports scores, weather or Facebook messages without you needing to open the app fully. By turning this setting off you will not only save money but also phone battery.

You can turn off push notifications by visiting your phone’s ‘settings’ and then clicking ‘off’ next to ‘notifications’. Each time you open a newly downloaded app you can also select not to have the push notifications function on for that app.

- Limit subscriptions and In-app purchases. These small expenses can add up quickly. If you get charged for any mobile premium subscriptions, like sport and horoscopes, which you haven’t signed up for, contact your service provider.
- **For more information about buying a mobile phone and keeping costs down check out:**
 - <http://accan.org.au/talking-telco/your-mobile/choosing-a-mobile-plan>
 - <https://moneysmart.gov.au/student-life-and-money/choosing-a-mobile-phone-plan>

Always read and understand a contract, especially the fine print, before you sign!

“Beware of terms such as “capped”, “free”, “unlimited”; and asterisks * or other symbols – make sure you read what they refer to. In particular, make sure you understand about any limitations and exceptions which can lead to extra charges.” - ACCAN

Before you enter into a contract for a phone, mobile or internet connection check out the sections on “Dos and don’ts of borrowing money” and “Dealing with debt”.

What if I can’t afford to pay my phone, mobile or telephone bill?

If you are having trouble paying your bills there are a couple of things you can do: Contact the company which gave you the bill. Ask them about:

- **Hardship policies and programs**

Services, like telecommunications, are required to have policies and programs in place to assist you if you’re experiencing financial hardship. They should listen to your circumstances and help work with you to create a repayment plan.

- **Telstra Access for Everyone Program**

If you are experiencing financial difficulty and are having problems paying your Telstra bill you could be eligible for the Access for Everyone Program.

The Access for Everyone program was designed to assist people on a low income, or facing financial hardship, maintain telecommunications access.

You will find information about this and other Telstra assistance at:

<https://www.telstra.com.au/aboutus/community-environment/community-programs/access-for-everyone>

If you can't reach an agreement:

Get the help of a free financial counsellor. A financial counsellor can help you to organise a repayment strategy or hardship policy with the service provider. They can also support you with information and advice on budgeting for bills. Contact:

Care Inc. Financial Counselling Service

Address: Level 4, CCG House
219 London Cct
CANBERRA CITY ACT 2601
Ph: 1800 007 007 or 6257 1788

Email: admin@carefcs.org

Website: www.carefcs.org

Opening hours: Monday - Friday 9am to 5pm

If you are distressed about your financial situation after office hours contact Lifeline on 13 11 14.

Salvation Army's Moneycare, Canberra

The Salvation Army's Moneycare service provides free and confidential financial counselling for people facing financial difficulties or wanting to avoid financial difficulties in the future. They are able to help with a range of issues including budgeting, credit, debt and repossession.

Link to the website to find details about your local centre.

Website: <https://salvos.org.au/need-help/financial-assistance/financial-counselling/>

Phone: 1300 371 288

Please note that not all Moneycare services are full time and that due to demand for services there may be a waiting period before an appointment is available.

Free emergency phone use

If you are in crisis and have a Centrelink Health Care card Contact Canberra Community Information (formerly Citizens Advice Bureau ACT) Shopfront has phones you may be able to use.

Where can I access free internet or wifi in the ACT?

ACT Libraries

ACT Libraries have free internet and wifi access. Each public library location has public computers for use. You can also use the ACT Libraries wifi through a personal computer or mobile phone inside the library.

Be aware that there is a fee for printing.

Visit your local public library, phone 02 6205 9000 or check out <https://www.library.act.gov.au/> to find out more.

Free wifi

There are points across Canberra where you can access free wifi. Try local shopping centres and cafes.

CBRfree public WiFi CBRfree is Canberra's public Wi-Fi network. CBRfree provides users with access up to 1 gigabyte per day over a fast broadband connection at specific locations. For more information visit:

<https://www.cmtedd.act.gov.au/digital/cbrfree-public-wifi>

Always keep your password safe and delete your internet browsing history!
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How do I delete my browsing history on the internet?

The way you delete your browsing history depends on which internet browser you are using. Internet browsers are applications which let you browse the internet. Major internet browsers include Google Chrome, Internet Explorer, Safari and Mozilla Firefox.

As a general rule you can delete your browsing history by following these steps:

1. In the toolbar or menu select 'Tools'.
2. Under the 'Tools' drop down menu select 'History'.
3. Select 'Clear History'. This may also be called 'Clear Recent History', 'Clear Private data' or 'Delete Browsing History'.

If you are having trouble deleting your internet history try asking a friend or family member to show you how. You could also ask a librarian or do an internet search for 'How to delete internet browsing history'.

Why should I have an email account?

If you do not have an email already, it is a good idea to get one. An email is an electronic message or letter sent via the internet. It is a popular way for people to communicate for personal and business reasons. With an email your bank, Centrelink and other services will also be able to contact you quickly and send you important information.

Most email accounts are free. Gmail, hotmail and yahoo all provide free email accounts.

What assistance is there with the cost of pets?

If you need to take your pet to the vet and are worried about how much it might cost try:

- Taking your pet to the RSPCA vet for treatment. If you have a Concession Card you may be eligible for discounted vet services. Concession Card holders must show proof at the time of the appointment to be eligible for any discounts. Contact the RSPCA on 1300 777 221.
- Seeing what concession discounts or payment arrangements you may be able to get from a private vet.
- Asking your vet how much a procedure or medication will cost before agreeing to it.