



Money Confident

Your Guide
to Earning,
Saving &
Spending.

West Coast Financial Literacy Project

Funded by: Tasmanian Community Fund, Bank of us & University of Tasmania



Table of Contents

Overview	3
Getting Set Up	4
Tax File Number	5-6
Bank Account	7-8
Superannuation	9-10
I've got a job, now what:	11
Payslips	12-13
Tax	14-15
Budgeting	16-17
Know your money Money in & money out	18-19
Sort your spending: Needs, wants & savings	20-22
Make a budget	23
Savings	24
Meal Planning	25-26
Transport	27-28
Loans	29-30
Who can help?	31

Overview

towards financial wellbeing...

About the project & this booklet.

The Financial Literacy Project is here to help young people (aged 8 to 19) and their families on Tasmania's West Coast learn more about money. Confidence with money can help with people's wellbeing and feeling more in control of their lives.

We're working with local schools, businesses, and community groups to make learning about money part of everyday life. There will be fun workshops, pop-up sessions, school lessons, and useful resources.

This booklet is one of those resources. It was made together with West Coast organisations. It gives answers to common money questions and helps people take steps toward feeling good about their finances.



Getting set up

before you earn money...

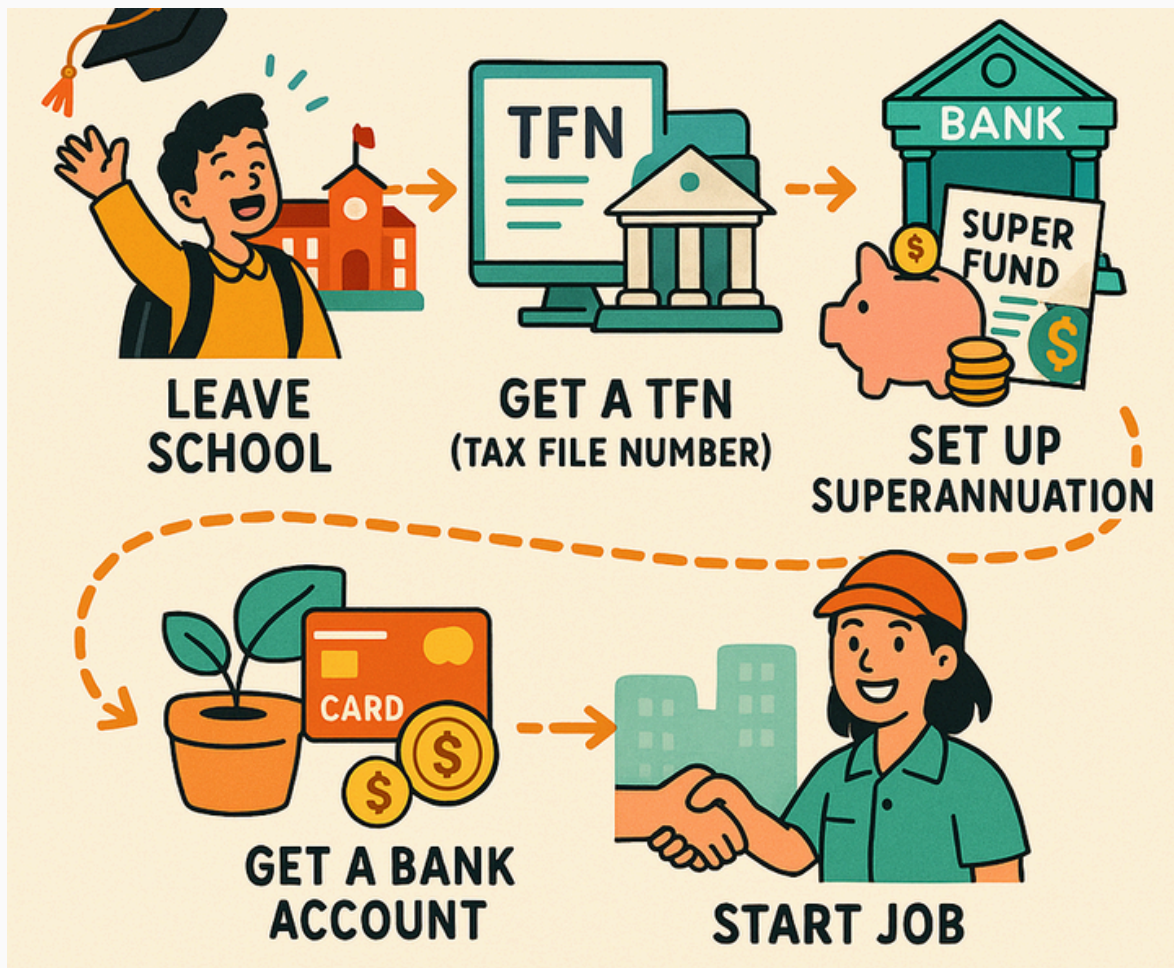
- Get a Tax File Number
- Set up a Bank Account
- Select a Superannuation Fund

Before you start working.

Before you start working, it's a good idea to get everything ready. This means having the right information so you can start your job smoothly.

- You'll need to fill out some forms before you begin.
- These forms will ask for your Tax File Number (TFN), your bank account details, and your superannuation fund.
- Having these ready means you can get paid properly and start your job without delays.

The next few pages has information that'll help you through this process.



Getting set up

tax file number...

Why getting a TFN matters

- Get a TFN so the government knows who you are for tax.
- It helps make sure you don't pay too much tax.
- You need it to work and get paid properly.
- It's used for your superannuation (money for retirement).
- You keep the same TFN for life.

Term	Meaning
Personal details	This is personal information that shows who you are, and the ATO keeps to track earnings and tax information.
Reason	Mostly because you've started earning money from a job
Place of birth	Where you were born e.g. Launceston, Queenstown
How to contact you	Phone number or and or email address
Identifying documents (ID)	Drivers licence, passport, Medicare card, birth certificate. These documents show who you are and help prove your identity.

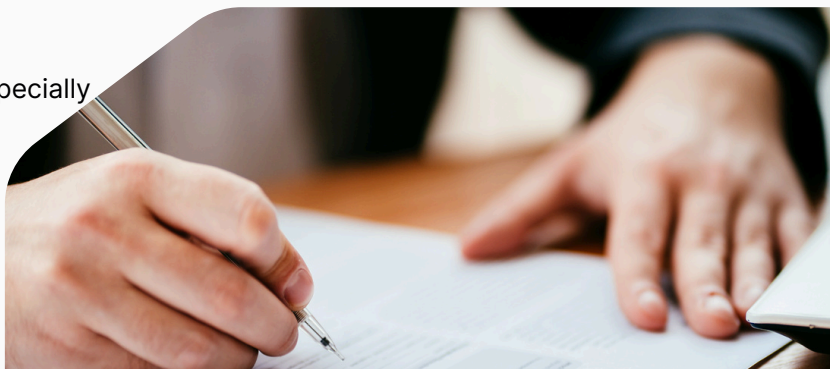
Application process

Getting your TFN can take a while, sometimes up to a month after you apply. So it's a good idea to start the process as soon as you can.

- You can follow this link:
<https://www.ato.gov.au/individuals-and-families/tax-file-number/apply-for-a-tfn/australian-residents-tfn-application#Optionstoapply>



or
You can turn to the next page to see your options, especially if you want to fill out paper forms and get help from someone nearby.



Pick which way you'll apply for a TFN

Online

- **myID online** - it's the fastest way but you will need to be 15 years old or older and have an Australian passport. Once linked to your myGov you can sign in and go from there.
- **Australia Post online** - fill out the online form. Then you must book an interview to show your ID at a retail outlet (the closest TNF service is Burnie).

Paper form

- **Drop in** - you can pick up a copy at your closest Services Australia Agent listed below. When they visit, they may also be able to help you fill it out, take a photocopy of your ID and verify your ID documents. They visit about 4 times a year.
 - Rosebery Neighbourhood House
 - Zeehean Neighbourhood Centre
 - Services Tasmania Queenstown & Community Hub (the same building).

Or,

- If it's when Services Australia are not on the West Coast, you can search for a JP using this website and have them sign your copied ID.
- <https://www.service.tas.gov.au/services/justice-crime-and-the-law/justice-of-the-peace/find-a-justice-of-peace>



- Once it is all done, it may be passed to the agent to post or you can post it to the ATO.

Or:

- You can order the form online and get it posted to you: <https://iorder.com.au/publication/main.aspx>



- Fill it out, get a photocopy of your ID
- Have a JP or Service Australia Agent to sign the documents
- Once it is all done, you can post it to the ATO.

Australian Government
Australian Taxation Office

Tax file number – application or enquiry for individuals

WHEN COMPLETING THIS FORM

- Refer to the instructions to help you complete this application.
- Answer all the questions, otherwise we may need to contact you for further information.
- Print clearly, using a black or dark blue pen only.
- Use BLOCK LETTERS and print one character in each box.
- Place in all applicable boxes.
- Do not use correction fluid or covering stickers.

- Sign next to any corrections.
- Make sure you read the privacy statement and sign the declaration at the end of the form.
- Provide acceptable proof of identity documents – see section E.

ATO USE ONLY

Section A: Applicant information • See instructions agent.

The answer to these questions will help us establish whether you are already on our records or not. Provide the details of the applicant.

1 Have you ever: (Place in one box only.)

- had a TFN
- applied for a TFN before
- lodged a tax return in Australia?

No Go to question 3.
 Yes Go to question 2.

2 If you know the details of when you last dealt with us, provide them below.

When did you last deal with us?
Year Details last tax return

Were your personal details the same as they are now?
 No Provide your details as they were when you last dealt with us.
 Yes Go to question 3.

Family name at that time

First given name

Other given names

Postal address for tax matters at that time

Suburb/town/locality State/territory Postcode

Name of your registered tax agent at that time (if applicable)

NAT 1430-12/2014
Sensitive (when completed)
Page 1

Getting set up

bank account...

Why a bank account matters

- You need a bank account so your boss can pay you.
- You get a bank card to buy things in shops or online.
- You can check your balance and see what you've spent.
- It can help you save and manage your money better.

Tips for picking a bank & account

Steps	Tips
Choose a bank	<p>Picking a bank is your own choice — it depends on what suits you best.</p> <p>Here are some things you might look for when deciding:</p> <ul style="list-style-type: none">• What fees do different accounts charge?• Is there a good app to check your money?• Where are the closest branches & ATMs?• Is the bank easy to talk to if you need help?• Does it offer good extras like savings rewards or budgeting tools? <p>Some of the banks in Tasmania are: Commonwealth, ANZ, Westpac, NAB, Bank of us, MyState Bank.</p>
Pick the right account	<ul style="list-style-type: none">• If you need to make purchases on your account, look for a 'Transaction Account'.• If you want to set money aside and get a better rate of interest, look for a 'Savings Account'.• <i>Often Transaction Accounts will waive account keeping fees if your salary is going into the account every month, or if you are a student, so make sure you check out the Fees and Charges Doc for any accounts you are comparing.</i>
Have identification	<ul style="list-style-type: none">• You'll need things like:<ul style="list-style-type: none">◦ Birth certificate or passport◦ Student ID or school letter• Proof of address (like a letter from school or a guardian)
Set up your account	<ul style="list-style-type: none">• A staff member will help you set it up.• Before you go, ask what you need to bring so everything goes smoothly, especially if you need to travel to get there.• There are also accounts you can set up online without visiting a branch.
Get your bank card	You'll get a debit card to use in shops or online.

Bank account comparison example

You can make a table like the one below to help you choose a bank and bank account. Write down the things that matter most to you, like fees, apps, or extras, so it's easier to compare.

Bank Account Comparisons				
Bank	Monthly Fee	Closest branch/atm	Savings reward?	Savings interest rates
A	\$	Town	✓	%
B	\$	Town	✗	%
C	\$	Town	✓	%
D	\$	Town	✗	%

West Coast Options

You'll need to open your bank account outside the West Coast, the closest banks are in Burnie. However, you can do some banking at the Post Offices in Queenstown, Zeehan, Strahan, and Rosebery. Tullah Post Office also offers some banking, but because it's small, it's best to check with them first to see what they can do and if there are any limits.

What you'll need: An EFTPOS card for withdrawals, deposits & bank enquiries. Barcoded Banking Deposit Slips can be used to deposit cash without a card. These are often used by businesses.

Limits: Most banks allow you to withdraw \$1000-2000 a day at the post office. Please check the limit with your bank. The amounts for deposits are usually higher.

Fees: There are no fees to use Bank@Post. Please check your account terms and conditions or ask your bank if they will charge you for using Bank@Post.

Converting coins and notes: You can change money (though not at the Rosebery Post Office. Check with your bank, to see if you will be charged to do so.

*please check with the Post Office to ensure you have the most up to date information or visit Bank@Post - Australia Post Online.



Getting set up

superannuation...

Why setting up super matters

- Super is money for your future – you'll use it when you retire.
- Your boss adds money to it – it's extra money on top of your pay they must pay.
- Your boss might tell you about the fund their business uses, but you don't have to choose that one.
- It grows over time – the money is invested and can grow while you're working.
- Starting early helps – the earlier you start, the more money you'll have later.
- You need it for job forms – your employer will ask for your super fund details.

Tips for picking a fund

The table below has some things to think about when choosing your super fund. Unlike your TFN, you don't have to keep the same super fund forever. It's actually a good idea to check your super fund and bank accounts every now and then. That way, you can make sure you're getting the best deal and your money is working well for you.

Steps	Tips
Fees	Some super funds charge more than others. Lower fees = more money for you.
Performance	This means how well the fund grows your money over time. Look for one that has done well over the last 5–10 years.
Insurance	Some funds include insurance (like life or disability cover). Check if it's useful for you.
Investment options	Some funds let you choose how your money is invested (safe vs risky). You can start simple and learn more as you grow.
Easy to use	Pick a fund with a good app or website so you can check your money easily.

Compare funds

Use websites like:

- MoneySmart.gov.au – A government site that helps you compare super funds.



- Canstar or Finder – They show ratings and reviews.



What you'll need to apply

Item	Information
Basic details	<ol style="list-style-type: none"> 1. Full Name – Your legal name as it appears on official documents. 2. Date of Birth – To confirm your age and eligibility. 3. Residential Address – Where you live. 4. Contact Details – Phone number and email address. 5. Tax File Number (TFN) – This helps the super fund manage your account and ensures you're taxed correctly.
Identifying documents	<p>Usually one or more of the following:</p> <ul style="list-style-type: none"> • Driver's licence • Passport • Medicare card
Bank details	<p>You might need to give your bank account number and BSB if you want to add extra money to your super or move money from another super fund.</p>
Employment Info	<p>Your boss's business name and ABN (Australian Business Number) may be needed if you're setting up super through your job. If you're unsure, ask your boss.</p>
Insurance options	<p>Some funds ask if you want to include insurance (like life or disability cover) and others have them already included. It's a good idea to understand what is covered when you are joining.</p>



I've got a job

now what?...

- Reading payslips
- Doing tax
- Budgeting
 - Know your money
 - Needs, wants, savings
 - Making a budget

Now that you're working.

You've got your first job — awesome! Now that you're working, there are a few more things to keep an eye on:

- Check your payslips to check you've been paid correctly.
- Submit your tax return each year.

Since you're putting in time and effort, you don't want to waste it or feel stressed about money. That's why it's important to:

- Make a budget so you know where your money's going.
- Save up for things you want and need.
- Understand debt so you don't get stuck owing money.

Doing these things helps you feel more in control and helps your wellbeing.

The next part of this booklet has information that'll help you through this process.



I've got a job

payslips...

Why payslips matter

- They help you check if you've been paid correctly.
- They show if your superannuation (retirement savings) is being added.
- They protect you from wage theft (when someone doesn't pay you what you're owed), which is now against the law in Australia.

Term	Meaning
Basic information	<p>Your name and maybe your job title.</p> <p>Your boss's business name and ABN (a business ID number).</p> <p>Pay period: The dates you worked.</p> <p>Payment date: The day you got paid.</p> <p>Award rate: Rule made by the Government saying how much you should get paid and your conditions (breaks, holidays, overtime).</p> <p>Classification: Level or role under the award. It helps decide how much you get paid.</p>
Earnings (Money You Made)	<p>Base/Ordinary Hours: Your normal pay.</p> <p>Overtime: Extra money for working longer hours.</p> <p>Bonuses: Extra rewards or commissions.</p> <p>Allowances: Money for things like travel or uniforms.</p> <p>Loadings: Extra pay for working weekends or holidays.</p>
Deductions (Money Taken Out)	<p>Tax: Money taken by the government.</p> <p>Other deductions: Things like union fees or study fees (HECS).</p> <p>Superannuation: Money your boss puts into your retirement fund.</p>
Net Pay	The final amount that goes into your bank account.
Leave Balances	Shows how much holiday or sick leave you've saved up.
Year-to-Date (YTD) Totals	Adds up all your earnings, tax, and super for the year so far.



Payslip example

Entitlements			
Description	Hours/units	Rate	Total
Ordinary hours	15.0	\$24.73	\$370.95
Personal/carer's leave	6.5	\$24.73	\$160.75
Laundry allowance (per shift)	2.0	\$1.25	\$2.50
Saturday penalty rate	8.0	\$6.18	\$49.44
Overtime – Monday to Saturday – first 2 hours	1.5	\$37.10	\$55.65
Total gross payment			\$639.29

Deductions	
Income tax	\$66.00-
On-site Childcare Service Pty Ltd (employer subsidised childcare)	\$38.00-
Total deductions	\$104.00-

Superannuation	
Employee superannuation fund Pty Ltd	\$64.24
Total contribution	\$64.24

NET PAY	
Bank details: A Pretend Bank	
BSB: 123-456	
Account: 1234 5678	
Total net payment	\$535.29

This template is from the Fair Work website.

<https://www.fairwork.gov.au/sites/default/files/migration/766/Pay-slip-template.pdf>

There is also some great information about pay & wages on their website:

<https://www.fairwork.gov.au/pay-and-wages>



I've got a job

tax...

Why submitting a tax return matters

- Get your refund: If you paid too much tax, you can get money back.
- Avoid fines: Lodging late or making mistakes can lead to penalties.
- Claim deductions: You can get money back for work-related costs like uniforms or travel.
- Stay legal: It's a rule in Australia - most people must lodge a tax return each year.
- Plan your money: Knowing your tax situation helps you budget better.

Why tax exists

- Providing funds so we can have essential services such as hospitals, schools and emergency services.
- Funding public infrastructure eg. roads, bridges and providing public transport.
- Funding services such as defence and the police to protect the community.

Why you do a tax return

- A tax return is all about getting your money back for the work expenses that you have spent or extra tax that you have paid through your pay.
- If out of your net pay you have bought items for work, you can claim up to \$300 on your tax return.
- If you earn \$50,000 you would pay 30 cents plus Medicare levy on the income over \$45,000. Therefore, on your \$300 deduction you get your tax back which is referred to as your marginal rate plus Medicare levy. $\$300 \times .32 = \96 .

Resident tax rates 2025–26

Taxable income	Tax on this income
0 – \$18,200	Nil
\$18,201 – \$45,000	16c for each \$1 over \$18,200
\$45,001 – \$135,000	\$4,288 plus 30c for each \$1 over \$45,000
\$135,001 – \$190,000	\$31,288 plus 37c for each \$1 over \$135,000
\$190,001 and over	\$51,638 plus 45c for each \$1 over \$190,000

**please check the ATO website to ensure you have the most up to date information.*

<https://www.ato.gov.au/tax-rates-and-codes/tax-rates-australian-residents>



You can also visit Services Australia <https://www.servicesaustralia.gov.au/what-you-need-to-do-tax-time?>



How to submit a tax return

Here are some ways you can do a tax return:

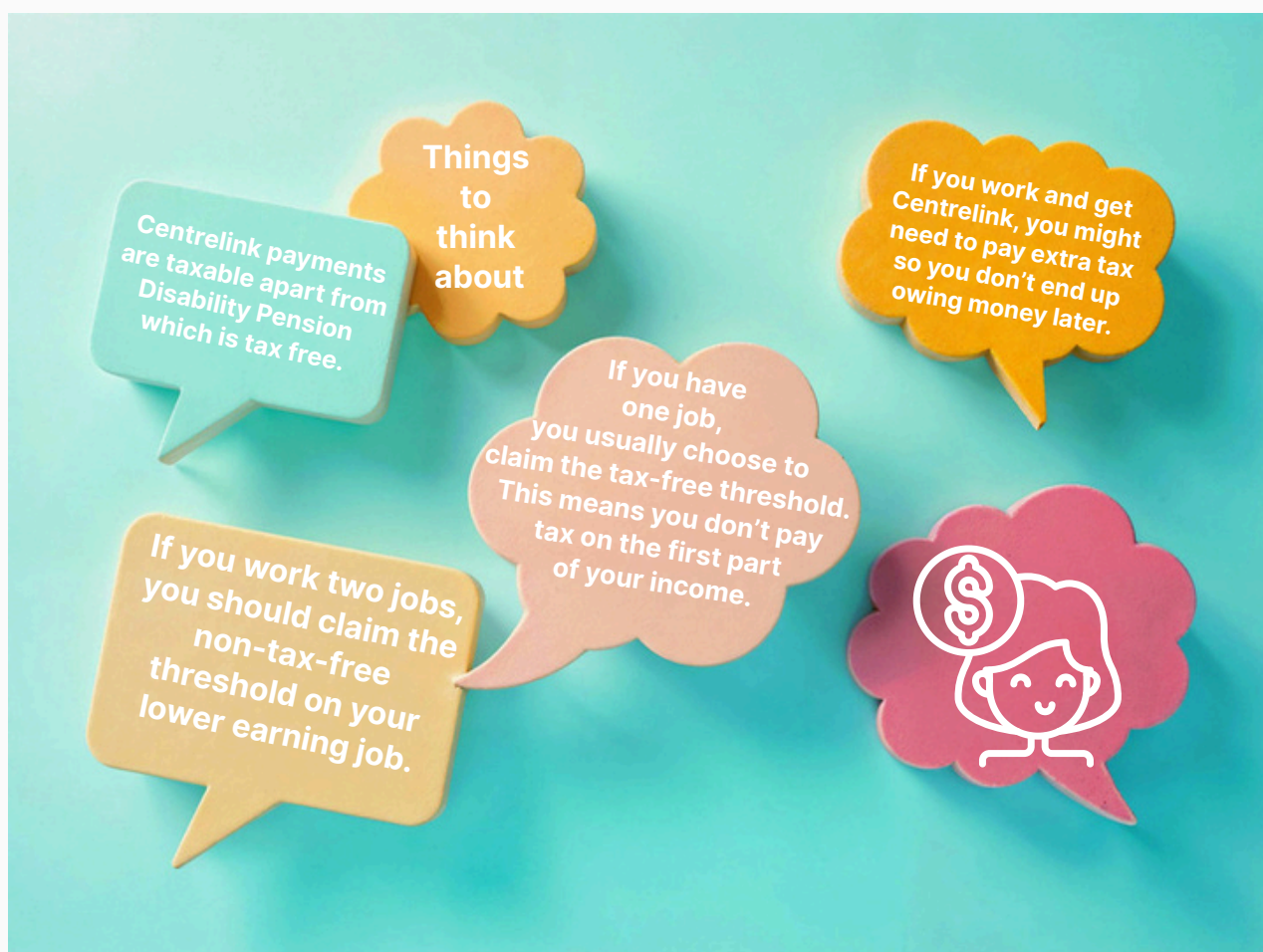
You can connect the ATO (Australian Tax Office) to **your MyGov account** and do it online from there.

- The first section of your MyGov account is confirming your personal details. Make any changes that are needed, then keep going.
- The second section is your income information. Things like your pay, bank interest, or money from shares might already be filled in by the ATO. Some information may not be available until later in July or August.
- The third part is filling in any tax deductions you can prove with receipts or records.
- The fourth part is finding out if you'll get money back or if you need to pay extra tax.

Pay a tax agent to complete it for you.

Make an appointment with the **UTAS Tax Clinic** if you meet the criteria. You can see a tax professional to lodge your tax return through your MyGov account.

- Visit <https://www.utas.edu.au/community-and-partners/community-programs/tax-clinic>
- Email tax.clinic@utas.edu.au

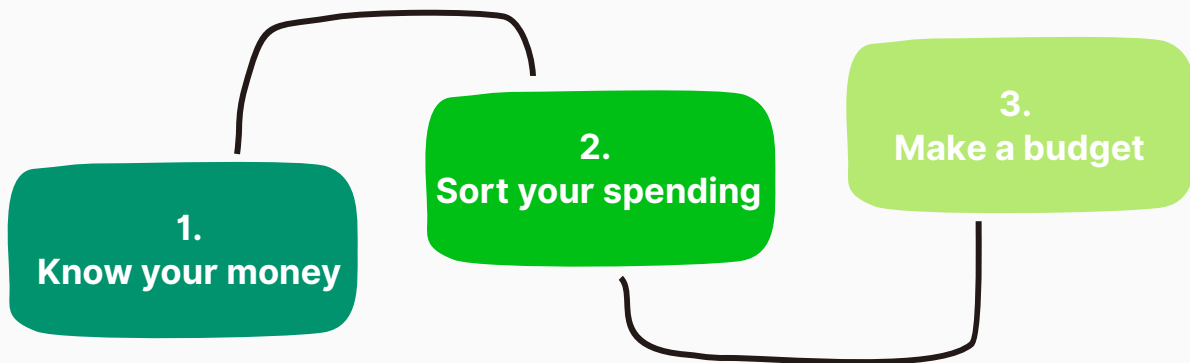


I've got a job

budgeting...

Why budgets matter

- Budgeting helps you take control of your money - it helps you feel less stressed and builds financial wellbeing.
- It's a plan for how you'll spend and save, so you don't run out or waste it.
- It shows you how much money you have and where it's going.
- It helps you save for things you really want and stops you from spending too much too fast.
- It makes sure you have money for important stuff — like food, transport, health or fun.



1. Know your money

- **Money In:** Your pay, Centrelink, or other income
- **Money Out:** Rent, food, bills, etc.

2. Sort your spending

Put your spending into 3 groups:

1. **Needs** – Things you must pay for (e.g. rent, food, electricity)
2. **Wants** – Things you like but don't need (e.g. takeaway, videogames)
3. **Savings** – Money you keep for later (e.g. emergencies, holidays, school costs).

Use this easy rule:

- 50% for Needs
- 30% for Wants
- 20% for Savings

3. Make a budget

- Shows your money in - money out = balance.
- If you have money left, you can think about what to save it toward.
- If you don't have money left you can look at your budget and see where you can cut expenses.

The next page shows you how this might look in a budget...



Budget example

3-Step Budgeting Guide for Young Workers

Example: Weekly income = \$ 644



Know Your Money

- Understand your income and where it comes from
Weekly income: \$ 644 (after tax)




Sort Your Spending

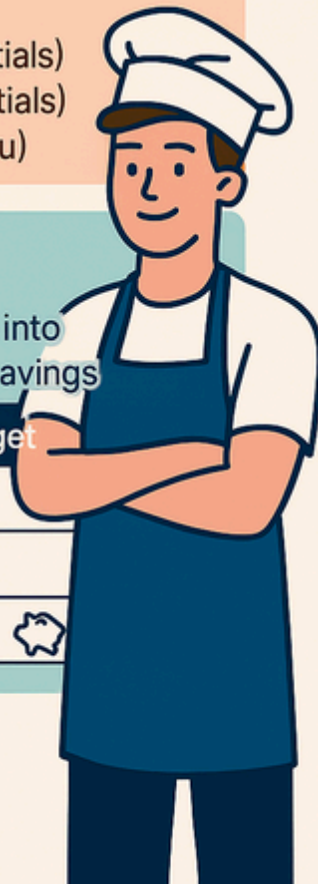
- Track what you spend and group it into:
- Needs (non-essentials)
 - Wants (non-essentials)
 - Savings (future you)



Make a Budget

- Divide your income into needs, wants, and savings

Category	%	Weekly Budget
Needs	50%	\$ 322
Wants	30%	\$ 193
Savings	20%	\$ 129 



The next page shows you how you might put your own budget together...

1. Know your money - money in

Money in is the money you **receive** or **earn**.

Think of it like filling up a piggy bank — every time you get money, that's **money in**.

You can fill out the table below to get to know your money coming in. Add the numbers in each column to find out how much money in total you've got coming in.

Money in	\$
Wages	
Centrelink/Youth Allowance	
Other? (pocket money/chores)	
Total	\$



1 Know your money - money out

Money out is the money you **spend** or **give away**.

Imagine a piggy bank — every time you take money out to buy something, that's **money out**.

You can fill out the table below to get to know your money going out.

Money Out	\$	Things to think about
Rent/board		<p>What it is: Money paid to live in a house, unit, or apartment that you don't own.</p> <p>Example: You, your family or housemates pay rent each week or month to live in your home.</p>
Food		<p>What it is: Money spent on groceries, snacks, or meals.</p> <p>Example: Buying lunch at school, snacks from the shop, or groceries for dinner.</p>
Utilities & internet		<p>What it is: Money paid for things like electricity, water and internet.</p> <p>Example: Paying for the power to keep the lights on or for Wi-Fi to use the internet at home.</p>
Phone plan		<p>What it is: Money paid regularly to use a mobile phone for calls, texts, and data.</p> <p>Example: A monthly payment so you can use your phone to message friends or go online.</p>
Transport		<p>What it is: Money spent to get from one place to another.</p> <p>Example: Paying for a bus ticket to Burnie or petrol for the car.</p>
Entertainment		<p>What it is: Money spent on fun activities or hobbies.</p> <p>Example: Spending money on online subscriptions like video games, movies and music. Paying for gym memberships or hobbies like sport.</p>
Other		Can you think of anything else you often spend money on?
Total	\$	Add the numbers in each column to find out how much money you've spent in total.

1 Know your money - what next?

After you look at your **money in** and **money out**, you can work out **what's left**.

This is called your **balance** - it's the money you still have.

If you earn (money in) \$50 and you spend (money out) \$30, your balance is **\$20**.

Use the table below to work out your balance.

What's left?		\$
Money in total	Put the total amount of your money in that you calculated.	
Money out total	Put the total money of your money out that you calculated.	
Balance	\$	Money in - money out = balance.

Your balance

- If you have **money left**, you can choose to **save it** or **spend it** on something else.
- If you have **no money left**, it means you've spent all money coming in.
- If you've spent **more than you had**, you might be in **debt** — which means you owe money.



The next few pages shows you what you might do if you have no money left or are in debt...

Even if you already have some savings, it's still a smart idea to look at your needs and wants. It helps you make better choices with your money and plan for the future.

2. Sort your spending - needs, wants & savings

Why sorting your spending matters:

- 1) Make sure you have enough money for the things you really need — like food, clothes, or study.
- 2) If you've got money left over, you can spend a bit on things you want, like games or treats.
- 3) And if you can, try to save a little too - it'll help you later on!

Now let's work out what is a need, want, and savings so you can check your balance again.

Needs – things you have to pay for

These are the things you **must have to live**, learn, and stay healthy.

Examples:

- Rent or housing
- Groceries and meals
- Getting to school or work
- Phone and internet
- Health costs



Wants - things you like but don't need

These are things that are **fun or nice to have**, but not a must have.

Examples:

- Takeaway food or snacks
- Streaming services like Netflix or Spotify
- New clothes that aren't needed
- Games, hobbies, or going out with friends



Savings – money you keep for later

This is money you **don't spend now**, so you can use it in the future.

Examples:

- Saving for a phone, trip, or car
- Emergency money for car maintenance, surprise costs or losing your job for example.



If you're still needing to cut costs, the next page has some tips...

Tips for cutting costs

- It's a good idea to check the things you pay for often, like your phone plan. You might find a cheaper option that helps you save money. It's better to keep that extra money in your savings than spend more than you need to.
- Checking your budget helps you understand where your money goes each month. That way, you can make smart choices and save when you can.
- You can save money in lots of places, like phone plans, bank fees, subscription fees (like streaming services).
- We're going to look a little closer at how food effects your budget on page 26.



The next page has a table you can use to figure out your needs, wants and savings...

2. Sort your spending - needs, wants & savings

Write your money out using the table below. It's a smart way to track your money and help you split your money into three easy parts: 50% needs, 30% wants & 20% savings.

Needs Item	Cost \$	Wants Item	Cost \$	Savings Item	Cost \$
Total	\$	Total	\$	Total	\$

2. Sort your spending - check your balance

Now that you've sorted out what you really need and what you just want, take another look at your money coming in and going out. Make changes if something doesn't add up, and check your balance. Try not to spend more than you have, and if you can, save a little too! Even \$5 a week helps, it adds up to \$260 over a year! Or \$2600 over 10 years (more with compounding interest).

Here's a simple table showing the **50/30/20 rule** using an income of **\$800**:

Category	Percentage	Amount	What It Covers
Needs	50%	\$400	Rent, food, transport, bills
Wants	30%	\$240	Entertainment, shopping, eating out
Savings	20%	\$160	Emergency fund, future goals, big buys

Money in	\$
Wages	
Centrelink/Youth Allowance	
Other? (pocket money/chores)	
Total	\$

Money Out	\$
Rent/board	
Food	
Utilities & internet	
Phone plan	
Transport	
Entertainment	
Other	
Total	\$

3. Make a budget

Now that you know how much money you get, what you spend it on, and what a need or a want is, it's time to put it all together in a budget.

Start now and you'll build smart money habits that help you in the future!

You can use budgeting apps or a simple spreadsheet like this one to keep everything in one place.

What's left?	\$
Money in total	
Money out total	
Balance (money in - money out)	\$

Savings goals	\$
Emergency fund	
Goal 1 (ie. car)	
Goal 2 (ie. bond)	
Total	\$

*Services Australia's Financial Information Service has a budgeting tool - you can visit: <https://www.servicesaustralia.gov.au/how-to-budget?>



gain control...

Why savings matters

- Saving money is super helpful - it gives you choices and keeps you safe when things don't go as planned.
- Savings help you buy things you really want, like a phone, a bike, or a holiday.
- Emergency funds are for surprise costs - like fixing something, paying for a doctor, or helping out in a tough time.
- Having money saved means you don't have to borrow or stress when something unexpected happens.
- It helps you feel more confident and in control of your money.

You've already made a budget and hopefully cut some costs by switching to better phone plans and low-fee accounts, etc. Now you may have some money left over, here are some **simple tips to help you start saving**:

'Would I spend less if I had a separate savings account?'



Automate your savings

- Keep your savings in a different account so you're not tempted to spend it.
- Most bank apps let you set up automatic savings every week, two weeks, or once a month.
- Some banks offer "round-up" savings: when you spend \$4.50, it rounds up to \$5 and puts the extra 50¢ into savings. It's a great way to save small amounts without noticing.
- Set up automatic transfers each payday—even \$5 or \$10 helps.

'How much do I save each pay to get to my goal?'



Set a goal

- Set a goal of what you want, find out the price, pick a time when you want to have it by, work out how much to save each pay, keep track & celebrate (without spending money!) each time you put savings away.
- Helpful questions: Would I still want this if no one else had it? Is this something I've wanted for a while, or just saw today? Does this goal help me feel proud, independent, or prepared?

'Will I still want this next week?'



Avoid impulse spending

- Wait 24 hours before buying something expensive.
- Unsubscribe from marketing emails.
- Before buying something big or fun, make sure you've saved up enough money first. This helps you avoid debt, stress, and regret later.

Meal Planning

cook with a plan & save...

Why meal planning matters

- Saves money – You buy only what you need and avoid wasting food and therefore your money.
- Saves time – You know what you're cooking each day, so it's quicker and easier.
- Helps you eat healthy – You can plan balanced meals with fruit, veggies, and protein.
- Helps with budgeting – You can stick to a grocery budget and avoid extra spending.

WRITING MEAL PLAN



Write a meal plan

- Save money by planning meals and avoiding too much takeaway or snacks.
- Know how much you're spending on groceries and meals.
- Avoid running out of money before your next pay or allowance.
- Be realistic, if you don't like cooking from scratch or are short on time, choose meals that are quick and easy and fit into your daily routine.

WRITING SHOPPING LIST



Write a shopping list

- Writing a shopping list helps you plan, stay focused, and save cash.
- There are lots of apps that can help you plan meals. Some even create a healthy weekly meal plan and turn it into a shopping list for you.
- A handwritten list is just as useful.

MAKING BULK MEAL



Makes bulk meals

- Buying in bulk is often cheaper.
- You use up all your ingredients, so less food goes to waste.
- You can freeze leftovers, so you always have a meal ready and don't need to buy more

SAVING MONEY



Save money

Challenge: Use the money you save on food (by following the tips above) to start an emergency fund for unexpected costs.



Go-to meal

Try this healthy, budget-friendly, quick to make, easy to freeze, and tasty meal.

You can also visit IGA Tasmania and the Eat Well Tasmania websites for recipes and cooking videos:

<https://igatas.com.au/recipes>

<https://www.eatwelltas.org.au/recipes/>



<https://igatas.com.au/recipes/cottage-pie>



COTTAGE PIE



EASY



15 MINS



20 MINS



8 SERVES

Ingredients

- 1 kg lean beef mince
- 500 g frozen mixed vegetables, thawed
- 2 x 500g jar vegetarian pasta sauce
- 1 kg mashed potato (I used Birds Eye Traditional Mashed Potato)

Instructions


1. In a large non-stick frying pan over medium heat, brown the mince and season with sea salt and cracked pepper.
2. Add the frozen vegetables and mix well.
3. Pour over the pasta sauce, stir, reduce heat and simmer for 10 minutes.
4. Preheat oven 180C.
5. Pour the mince into a pie dish and top with mashed potato and season well.
6. Bake for 20 minutes or until the potato is golden brown.



the hidden costs...

Adding up the full transport costs

It's important to understand the full cost of owning and running a car. Here's a breakdown of the key expenses to consider so you can budget for it. By adding these costs to your budget, you'll be financially prepared with fewer surprises and more freedom on the road!

Item	Information
Licence	<p>Before you can drive, you need to pay for:</p> <ul style="list-style-type: none">• Learner permit, paid lessons and test fees• Provisional licence fees• Renewal costs <p>https://www.transport.tas.gov.au/licensing/licensing_and_assessments_fees <i>*You can call Services Tasmania or go into the Services Tasmania hub in Queenstown.</i></p> 
Rego (registration)	<ul style="list-style-type: none">• Every car must be registered to be legally driven. This is a yearly cost and depends on: the type of car & where you live• Rego includes compulsory third party insurance (CTP), but not full coverage• More on insurance on the next page
Maintainance & car service	<p>Cars need regular check ups to stay safe and reliable:</p> <ul style="list-style-type: none">• Oil changes• Brake checks• General servicing• Budget for at least one minor & major car service per year, more if you drive a lot.<ul style="list-style-type: none">◦ Minor Service: around \$220–\$245 Includes oil and filter change, fluid top-ups, tyre pressure check, and basic safety checks.◦ Logbook Service: around \$370–\$385 Follows the manufacturer's schedule and includes more detailed inspections and part replacements. <p><i>*these costs are averages only. It's best to speak to a mechanic or car dealer to get the right estimate for your car - because it depends on how often you drive your car, the make, model and age.</i></p>
Tyres	<p>A full set of tyres can cost a lot of money (sometimes hundreds of dollars), and usually only last a few years. Think about the kind of roads and weather you usually drive in, and ask a tyre shop which tyres would work best for you. They can also give you a price so you know what to expect.</p>

Car Insurance:

Steps	Tips
<p>Compulsory Third Party (CTP) Insurance</p>	<ul style="list-style-type: none"> • Legally required for every registered car in Australia • Usually included in your rego (registration) fees • Covers injuries or death caused to other people if you're at fault in a car accident • Does NOT cover damage to cars or property, including your own • Think of CTP as protecting people, not cars
<p>Fully Comprehensive Insurance</p>	<ul style="list-style-type: none"> • Optional, but highly recommended. • Covers: <ul style="list-style-type: none"> ◦ Damage to your car (accidents, fire, storms, etc.) ◦ Theft or loss of your car ◦ Damage to other people's cars or property ◦ Legal costs for property damage • May include extras like roadside assistance or a hire car after an accident • Comprehensive insurance protects both people and property, including your own car

Feature	CTP Insurance	Comprehensive Insurance
Required by law	✓ Yes	✗ No
Covers injuries to others	✓ Yes	✓ Sometimes (if included)
Covers damage to your car	✗ No	✓ Yes
Covers damage to other cars/property	✗ No	✓ Yes
Included in rego	✓ Usually	✗ No
Extra protection	✗ Limited	✓ Broad coverage

Remember to budget for unexpected repair costs:

Servicing your car helps but sometimes things break. Set aside a small emergency fund for surprise costs.



think first, loan later...

Why it's good to know how loans work

- Knowing how loans work helps you make smart choices and avoid getting into unnecessary debt or high interest debt.
- **To know what you're really paying**
- Loans often come with **interest**, which means you pay back more than you borrowed.
- **To avoid money stress**
- If you understand loans, you're less likely to miss payments or get charged extra fees.
- **To plan for the future**
- Learning about loans helps you make good decisions when you're older - like buying a car or a house.

UNDERSTANDING LOANS: A QUICK GUIDE

What is a Loan?

A loan is money you borrow from a bank or lender that you agree to pay back later – usually with **interest**.



Key Terms to Know



Principal

The amount of money you borrow



Repayments

Regular payments you make to pay back the loan



Interest

Extra money you pay back on top of the loan - like a fee for borrowing



Term

How long you have to repay the loan (e.g. 5 years)



Credit Score

A number that shows how reliable you are at paying back money

Smart Loan Tips



Borrow only what you need



Risks of Loans

Debt can build up if you borrow too much or miss payments



Understand the interest rate

A higher rate means you'll pay more over time



Extra fees may apply

if you're late or break the loan terms

Types of loans



PERSONAL LOAN

Used for things like holidays, buying furniture, or paying bills.
You borrow a set amount and pay it back over time.



HOME LOAN (MORTGAGE)

Used to buy a house.
Usually paid back over many years.



CAR LOAN

Helps you buy a car.
You pay it back in regular payments



STUDENT LOAN

Helps pay for education or training.
You pay it back once you start earning money



CREDIT CARD

Lets you borrow small amounts often
You must pay it back regularly or you'll be charged interest



BUY NOW, PAY LATER (BNPL)

You get the item now and pay for it later in small amounts
Can be risky if you miss payments

Before you get a loan, ask yourself:

- Do I really need it?
- Can I save up instead?
- Can I afford the repayments?
- Will I have enough money each month to pay it back?
- What's the interest rate?
- How long will it take to pay back?
- A longer loan might mean more interest.
- Are there any extra fees?
- What happens if I can't pay it back?

Tips to avoid BNPL money problems:




1. Only buy what you really need
2. Don't use BNPL for things you don't need or can't afford.
3. Check your budget first.
4. Make sure you can pay the instalments on time without struggling.
5. Set reminders on your calendar or phone for payments, so you don't get charged late fees.
6. Use one BNPL service at a time.
7. It's easier to keep track of your money if you don't use lots of BNPL accounts.
8. Check for any fees, interest, or rules before you agree to use BNPL.
9. If you're in trouble with money, talk to a trusted adult or a financial counsellor instead.

BUY NOW, PAY LATER (BNPL)

Buy now, pay later lets you pay for your purchases over time, usually in installments.



RISKS OF BNPL

-  Easy to spend too much
-  Late fees
-  Debt can build up

Who can help?

on the west coast...

Who to contact if you need help.

This booklet was made with help from local community groups and organisations. Many of them already support people by answering questions or helping with forms. We've put together the most common questions they get asked into one easy booklet. In the future, we'll train staff and community members to use this booklet, so if you're stuck, someone nearby might be able to help or point you to the right page.

If you're unsure about money stuff, talk to:

- A trusted adult
- A local organisation
- Free financial counsellors (ie: MoneySmart.gov.au & Services Australia)
- Services Australia's Financial Information Service. There is information, tools & videos. Visit: <https://www.servicesaustralia.gov.au/financial-information-service>



ZEEHAN

Zeehan Neighbourhood Centre
27 Belstead Street
03 6471 6108
manager.znc@zeehan.net.au



Study Hub West Coast
6 Frederick Street
03 6451 2807
info@studyhubwestcoast.com.au



ROSEBERY

Rosebery Neighbourhood House
8 Agnes Street
03 6473 1497
coordinator@roseberyneighbourhoodhouse.com.au



QUEENSTOWN

Community Hub
9-13 Driffield Street
Queenstown

Services Australia visit the community hub quarterly.





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TASMANIA

Contact us for further inquiries

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