

SANCTUARY

Gardening -Indoor herbs

Growing herbs are a great way to save money and to eat well.

Here's how to get started with an indoor herb garden.

Your first step is to find a good position. The ideal spot has bright light, but not direct sun. If your hand casts a shadow, it's just right.

Next choose your herbs. Parsley, sage, rosemary, thyme, coriander, oregano, basil, chervil, tarragon, mint. For growing indoors, you need to get established plants.

Haunt your local markets or op shops for pots, about 10cm across the top is the best size, and be sure they have drainage holes. This can be fun and can brighten up your living space.

Don't use garden soil - it turns to glug in a pot and suffocates the plant's roots. Potting mix is essential, and it means the only care needed is to water your herbs twice a week, gently under the kitchen tap, until water runs out of the drainage holes.

Avoid wetting the leaves as this can cause fungal diseases that quickly spoil your herbs. A good soaking in the rain once a month is a great boost, though - just let the leaves dry fully before bringing them back indoors.

My biggest tip is to find an excuse to use your organic home-grown herbs every day. They do tend to be short-lived, but the cost of a living herb is less than a bought bunch. Plus a good cook always ensures that by the time they fade they've more than paid their way!

Good luck and have fun eating what you grow.



Mindfulness

Mindfulness is a state of active, open attention on the present. When you're mindful, you observe your thoughts and feelings from a distance, without judging them good or bad. Instead of letting your life pass you by, mindfulness means living in the moment and awakening to experience

The following mindfulness exercises are simple and convenient, and can lead you to a deeper experience of mindfulness in your daily

Mindfulness Exercise:

Deep Breathing

That's right: mindfulness can be as simple as breathing! Seriously, though, one of the most simple ways to experience mindfulness, which can be done as you go about your daily activities (convenient for those who feel they don't have time to meditate), is to focus on your breathing. Breathe from your belly rather than from your chest, and try to breathe in through your nose and out through your mouth. Focusing on the sound and rhythm of your breath, especially when you're upset, can have a calming effect and help you stay grounded in the present moment.

Music

Listening to music has many benefits — so many, in fact, that music is being used therapeutically in a new branch of complementary medicine known as music therapy. That's part of why listening to music makes a great mindfulness exercise. You can play soothing new-age music, classical music, or another type of slow-tempo music to feel calming effects, and make it an exercise in mindfulness by really focusing on the sound and vibration of each note, the feelings that the music brings up within you, and other sensations that are happening "right now" as you listen. If other thoughts creep into your head, congratulate yourself for noticing, and gently bring your attention back to the current moment and the music you are hearing.





Observing Your Thoughts

Many stressed and busy people find it difficult to stop focusing on the rapid stream of thoughts running through their mind, and the idea of sitting in meditation and holding off the onslaught of thought can actually cause more stress! If this sounds like you, the mindfulness exercise of observing your thoughts might be for you. Rather than working against the voice in your head, you sit back and "observe" your thoughts, rather than becoming involved in them. As you observe them, you might find your mind quieting, and the thoughts becoming less stressful. (If not, you may benefit from journaling as a way of processing all those thoughts so you can decrease their intensity and try again.)

Mindfulness Exercise Create Your Own!

You are probably now getting the idea that virtually any activity can be a mindfulness exercise, and in a way, you're right. It helps to practice meditation or another exercise that really focuses on mindfulness, but you can bring mindfulness to anything you do, and find yourself less stressed and more grounded in the process.

Cleaning house

The term "cleaning house" has a literal meaning (cleaning up your actual house) as well as a figurative one (getting rid of "emotional baggage," letting go of things that no longer serve you), and both can be great stress relievers! Because clutter has several hidden costs and can be a subtle but significant stressor, cleaning house and de-cluttering as a mindfulness exercise can bring lasting benefits. To bring mindfulness to cleaning, you first need to view it as a positive event, an exercise in self-understanding and stress relief, rather than simply as a chore. Then, as you clean, focus on what you are doing as you are doing it — and nothing else. Feel the warm, soapy water on your hands as you wash dishes; experience the vibrations of the vacuum cleaner as you cover the area of the floor; enjoy the warmth of the laundry as you fold it; feel the freedom of letting go of unneeded objects as you put them in the donations bag. It may sound a little silly as you read it here, but if you approach cleaning as an exercise in mindfulness, it can become one. (I also recommend adding music to the equation.)

Mindfulness Exercise: Observing Your Thoughts

Many stressed and busy people find it difficult to stop focusing on the rapid stream of thoughts running through their mind, and the idea of sitting in meditation and holding off the onslaught of thought can actually cause more stress! If this sounds like you, the mindfulness exercise of observing your thoughts might be for you. Rather than working against the voice in your head, you sit back and "observe" your thoughts, rather than becoming involved in them. As you observe them, you might find your mind quieting, and the thoughts becoming less stressful. (If not, you may benefit from journaling as a way of processing all those thoughts so you can decrease their intensity and try again.)

Mindfulness Exercise Create Your Own!

You are probably now getting the idea that virtually any activity can be a mindfulness exercise, and in a way, you're right. It helps to practice meditation or another exercise that really focuses on mindfulness, but you can bring mindfulness to anything you do, and find yourself less stressed and more grounded in the process.

Free activities at fed square

<http://www.fedsquare.com/events/health-exercise/>

<http://www.womenshealthweek.com.au/about/about-health-week/>

Incidental exercise is movement in the ordinary course of a day; for example, walking to the corner store, carrying groceries, or climbing steps in a house or office.

<http://nwhn.org/forget-sweat-discover-incidental-exercise>

Kids stuff NGV has kids programs and a designate kid's area for creative fun

<http://www.womenshealthandfitness.com.au/fitness/popular-topics/159-easy-ways-to-boost-incidental-exercise>

Incidental exercise is the exercise we get during daily activities and can be done in little bite-size chunks throughout the day. It should form the foundation of your total daily activity and can be the difference between being overweight or not. Engaging in more incidental activity can help to boost your daily energy expenditure and keep your metabolism going.

If you are currently doing no exercise at all, focusing on your incidental exercise is a great place to begin! If the thought of doing more structured exercise just doesn't float your boat, do those things that are part of your daily life more often, for longer or more intensively. This may mean changing some of your lifestyle habits and sticking to it.

Replace a few of the convenient activities with traditional ones that get you to move more! Exercise doesn't take as long as you think and every time you challenge your heart and lungs they will make a small adaptation for the better.

Here are some sure-fire ways to embrace incidental exercise and feel better for it:

1 Get a pedometer

Wear it each day for a week to establish your base-line steps. Then aim to increase the total number of steps taken by 10 per cent each week. The target you should be aiming for is 10,000 steps per day.

2. Walk to the shops

Instead of jumping in your car to grab some milk, take a walk and enjoy the sunshine and fresh air while you are doing it.

3. Phone calls

When speaking on your mobile or cordless phone at home, pace around or do some things around the house at the same time.

4. Take the stairs

Wherever possible (shoes and medical conditions permitting!) opt for the stairs rather than the lift or escalators. If you are with someone, get them to do the stairs with you, as it's always more fun with a buddy.

5. Get off early

When travelling to or from work get off one or two stops or stations early when using public transport.

6. Walk at lunch

Instead of spending lunch breaks at your desk or at a cafe lazing around, grab a bite and then head out for a 10 to 20 minute walk with a friend. This will get the heart pumping, calories burning and will distress and refresh you for the afternoon's work.

7. Ditch the remote control

No need to throw it away, but leave it on top of the TV and get up every time you want to switch the channel. It gives a whole new meaning to the thought of channel surfing!

8. Park further

Park further away at the shops when doing your weekly food shop, so that you can gain some extra fat burning through walking and pushing the trolley. Just ensure the car park is safe.

9. Multi-task

Bring a piece of equipment out in front of the TV and place it strategically so that you will actually use it. This means you can add little bits of extra resistance training to your week, without having to do a full workout all the time.

10. Phone calls

Take a stretch break in the afternoon to ward off fatigue and soreness from sitting too long, especially if you work at a computer.

around a lot in your local area, so ditch the car keys and get your walking shoes on.

11. Clean the house

Yes the household duties can be a chore, but how about changing your attitude towards these and using them to your advantage? Get stuck into your chores and feel those calories burning away. Put some good tunes on and mop the floor, clean the bathroom, vacuum the carpets or dust those areas that may be making you sneeze!

12. Clean the windows

Who needs a window cleaner when you have two arms? Don't walk past your sliding doors and windows and cringe when you see dirty finger prints, do something about it. Reach high and bend low (by bending your knees, not your back) to give yourself an even better workout.

13. Get outdoors

Mowing the lawn, raking the fallen leaves, weeding and washing your car sure aren't easy jobs. But they have to be done. Instead of putting them off, get out there and get stuck in. You won't have to worry about that 5km run if you spend a couple of hours outside tidying up.

14. Walk the dog

Yes that's right, our animals need tender loving care, including lots of walks each and every day. Most dogs will need two walks per day, so keep your best friend happy and take him or her out for a wander. Don't have a dog? Well pretend you do!

15. Workout at work

Instead of sending an email or making a phone call, get up and talk to your work colleagues in person. It doesn't matter whether they work in the next office or three levels up from you. Face to face communication is proven to be more effective at building rapport, so this is an added bonus.

16. Pick up after yourself

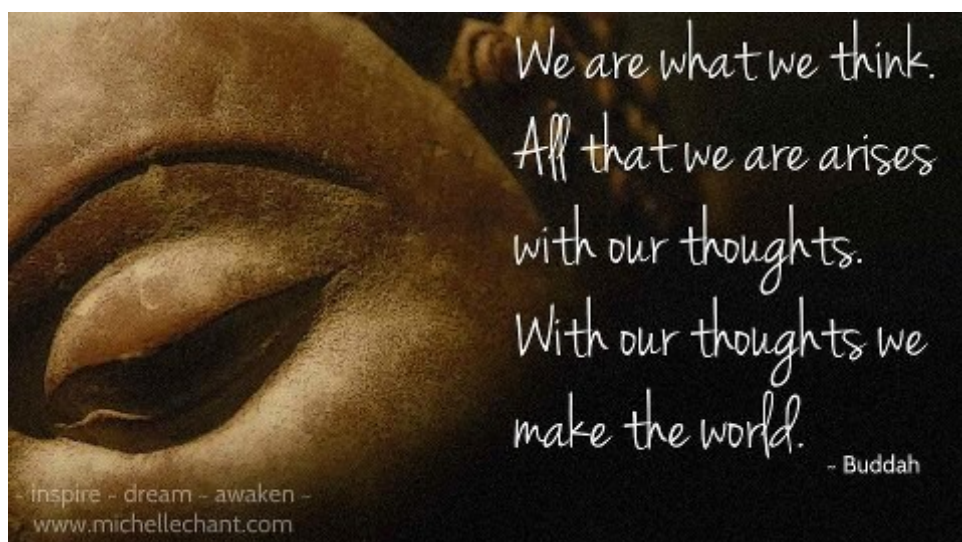
If you work in an office you can use the photocopier/printer to increase your incidental exercise. Get up and grab your printing every time you print a new job. Don't let someone else get it for you.

17. Don't sit still

Try not to sit still for more than half an hour at a time each day. Get up and move around.

18. Catch up with friends

Walk or cycle to visit a friend or meet them for coffee. If you think about it, you tend to drive around a lot in your local area, so ditch the car keys and get your walking shoes on.



When the lights go out

Locating a blown fuse can be difficult in the dark. Make the task easier by keeping a spare torch. Or alternatively making sure you have candles in case of a black out, perhaps under the sink so they are easily located.

In many instances the power going out may be a simple issue to fix.

Check if your neighbour's power has gone out. If it's at night are the street lights on? If the neighbour's power is out or the street lights are out, the fault is likely to be with the electricity network.

If everyone else has power and you don't it's likely to be an issue with your fuse or trip switches.

If it's a power socket that is not working, try plugging another appliance in to the socket.

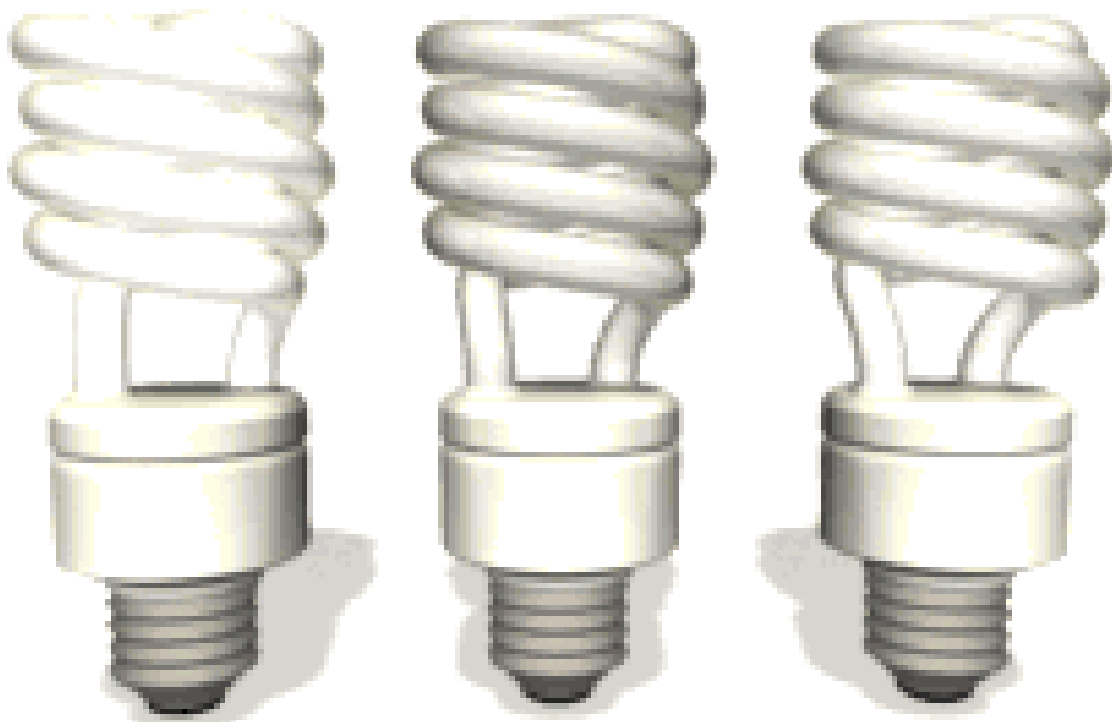
A safety switch usually trips due to a faulty appliance. In most circumstances you may be able to locate a faulty appliance.

Locate your fuse box. This may be inside your home with a small plastic door, or outside in a metal box.

Follow these steps to see if it's an appliance that is causing the outage.

1. Leave the safety switch off
2. Go and unplug all your appliances, including the fridge. If you were using an appliance when the safety switch tripped, start with that one.
3. Turn the safety switch back on (up position) and any other RCD's that might be in the down position. If it stays on then it may mean you have a faulty appliance which is causing the fuse to trip.
4. You may not need to call an electrician if you can identify which of your appliance is causing the safety switch to trip.

If you have followed these steps and the safety switch refuses to stay on, then it's time to call the Emergency Maintenance call centre on 131 172 (after hours) or Women's housing Ltd (Business Hours)





Volunteering and its Surprising Benefits

Volunteering can help you build upon skills you already have and use them to benefit the greater community. For instance, if you hold a successful sales position, you raise awareness for your favourite cause as a volunteer advocate, while further developing and improving your public speaking, communication, and marketing skills.

Volunteering increases self-confidence

Volunteering can provide a healthy boost to your self-confidence, self-esteem, and life satisfaction. You are doing good for others and the community, which provides a natural sense of accomplishment. Your role as a volunteer can also give you a sense of pride and identity. And the better you feel about yourself, the more likely you are to have a positive view of your life and future goals.

Volunteering combats depression

Reducing the risk of depression is another important benefit of volunteering. A key risk factor for depression is social isolation. Volunteering keeps you in regular contact with others and helps you develop a solid support system, which in turn protects you against stress and depression when you're going through challenging times.

Volunteering helps you stay physically healthy

Volunteering is good for your health at any age, but it's especially beneficial in older adults. Studies have found that those who volunteer have a lower mortality rate than those who do not, even when considering factors like the health of the participants. Volunteering has also been shown to lessen symptoms of chronic pain or heart disease.

Just because volunteer work is unpaid does not mean the skills you learn are basic. Many volunteering opportunities provide extensive training. For example, you could become an experienced crisis counsellor while volunteering for a women's shelter or a knowledgeable art historian while donating your time as a museum docent.

Volunteering can provide career experience

Volunteering offers you the chance to try out a new career without making a long-term commitment. It is also a great way to gain experience in a new field. In some fields, you can volunteer directly at an organization that does the kind of work you're interested in. For example, if you're interested in nursing, you could volunteer at a hospital or a nursing home. Your volunteer work might also expose you to professional organizations or internships that could be of benefit to your career.

Volunteering can teach you valuable job skills

Here are a few places that need volunteers. You can also search the net and find something that interests you .

[http://www.salvationarmy.org.au/en/Find-](http://www.salvationarmy.org.au/en/Find-Us/Victoria/Melbourne614/Volunteering/VolunteerOpportunities/)

[Us/Victoria/Melbourne614/Volunteering/VolunteerOpportunities/](http://www.salvationarmy.org.au/en/Find-Us/Victoria/Melbourne614/Volunteering/VolunteerOpportunities/)

<http://www.melbournecitymission.org.au/Get-Involved/Volunteer-with-us>

<http://rspcavic.org/volunteering/>

<http://www.zoo.org.au/get-involved/volunteer-at-zoos-victoria>



Tuna and pasta bake

Try a new type of pasta, spelt, wholemeal, gluten free. With this recipe you can be a little adventurous. Add some herbs that you love, or try a different melting cheese.

Ingredients

Serves : 3

300g dried pasta, cooked al dente following packet instructions
2 tbsp. olive oil
2 tbsp. plain flour
2 cups low fat milk
¼ cup grated parmesan cheese
½ cup raw cashews
425g can tuna in spring water, drained, flaked
½ cup mixed herbs, finely chopped
1 tsp sea salt
1 tsp lemon zest



Directions

Preheat the oven to 200C. Lightly grease an 8 cup, capacity ovenproof dish.
In a food processor, add cashews and salt. Pulse until finely ground.
In a saucepan heat the olive oil over a medium heat, add the flour and cook, stirring, for 1 minute or until bubbling.
Remove from heat and gradually stir in milk until combined, then return to heat. Cook, stirring constantly, for 3 to 4 minutes or until sauce boils and thickens.
Remove from heat. Stir in ground cashews and half the parmesan.
Add to pasta with herbs, lemon zest, tuna and a little liquid, if needed, gentle combine and spoon the mixture into prepared dish.
Sprinkle with remaining cheese and cook for 12 to 15 minutes or until cheese is melted and golden.
Serve with a green salad.

Lunch box ideas

Cheesy vegie muffins.

Making muffins and snacks for your little ones lunch box can be much more economical than buying processed snacks from the supermarket. You will know what they are eating and can sneak some veggies in whilst saving money.

Including children in cooking is fun, possibly messy but they will enjoy the process. Kids are more likely to eat something they have made themselves.

Ingredients

- 2 cups self-raising flour
- 1 1/2 cups lightly packed grated zucchini
- 1 1/2 cups lightly packed grated carrot
- 1/2 cup grated reduced fat tasty cheese
- 1/4 cup olive oil
- 125g can no added salt creamed corn
- 3/4 cup reduced fat milk
- 1 large egg
- Canola oil spray

Method

Preheat oven to 190°C (170°C fan-forced). Sift flour into a large bowl, stir in zucchini, carrot and cheese.

Whisk together oil, creamed corn, milk and egg. Add to flour mixture and stir until ingredients are just combined.

Lightly grease a 12 x 1/3-cup capacity non-stick muffin pan with cooking spray. Bake in oven for 25-30 minutes or until muffins are light golden and just firm to touch.

These muffins will keep for up to 2 days in an airtight container in the refrigerator or can be frozen for up to 1 month.



Only working smoke alarms save lives

Why should I have a smoke alarm?

When you're asleep you lose your sense of smell.

A smoke alarm is your electronic nose.

It will alert you if there is smoke from a fire.

A small fire can grow to involve an entire room in two - three minutes.

A smoke alarm provides early warning and time to escape

There's lots of things you can do to help safeguard your home and

- **Never leave cooking, heaters, open fires or candles unattended**

Never leave cooking, heaters, open fires or candles unattended

Don't overload power boards

Keep electrical appliances in good working order

Ensure cigarette ash and butts are extinguished. Never smoke in bed

Do not dry clothing less than one metre from heaters

Clean lint filters on clothes dryers after every use and always let dryers complete the cool-down cycle

Store all matches and lighters out of reach of children

By law every home must have at least one working smoke alarm installed on each level of the house.

Clean and test your alarms regularly and make sure they are working

Install a fire extinguisher and fire blanket and know how to use them

Have a home fire escape plan and practise it regularly

Never deadlock yourself inside the house. Keep keys in the lock when you are at home

At the end of daylight saving each year reminds people to:

"Change your clock, change your smoke alarm battery"

A complaint is when you wish to advise Women's Housing Ltd (WHL) that you are dissatisfied with our standard of service, practices or policies.

An appeal is when you wish to ask for a decision made by WHL to be reviewed.

This leaflet is designed for:

- Tenants and/or support agencies that may wish to make a formal complaint about WHL.
- Tenants and/or support agencies that may wish to appeal a decision made by WHL.

Neighbors' of a property managed by WHL.

How to lodge your complaint/appeal with WHL

The first step is to contact WHL and try to sort out the problem directly with staff.

WHL has a formal complaints process that documents procedures that staff must follow so if you are not satisfied with the information that the staff member is providing, you have the right to ask to speak to their Manager.

Some things that may need consideration when lodging a complaint include:

- You may choose to lodge your complaint in person, over the phone or in writing.

WHL welcome any criticisms of our service. It is only through receiving these, that we can remedy the problem and perhaps learn from our mistakes. We may not be aware of the problem unless you tell us.

Confidentiality of Information

Any information you provide will be stored in a confidential manner. No identifying information will be provided to other tenants, applicants or staff in the organisation that are not directly involved with the resolution of the matter.

Who do I contact if I have a complaint or wish to appeal a decision?

It is always best to contact the staff member that you have the most contact with in the first instance.

If you are not satisfied with the information provided, you can speak to their line manager:

Women's Service

Kayla Ta

Women's Housing Ltd
Suite 1, 21 Cremorne Street
Richmond 3121
Phone: (03)9412 6868
Fax: (03) 9415 6511

and if you feel that you have exhausted all options, you may lodge a written complaint with:

The Operations Manager

Complaint/Appeal

Please outline your complaint or appeal here. It is helpful if you can provide as much information as possible - You can attach additional paper if you need more space to outline your complaint.

Your Name: _____

Your Address: _____



Remember all hard plastic bottles and containers can be recycled.
Rinse containers to help prevent odours in your bin.
Use your leftover dishwashing water to save water.

These items must NOT go into your recycling bin



NO Plastic bags



NO Nappies



NO Polystyrene



NO Crockery



NO Batteries



NO Light bulbs



NO Car Batteries



Suite 1, 21 Cremorne Street
Cremorne Victoria 3121

Phone: 9412 6868
Fax: 9415 6511
E-mail: info@womenshousing.com.au

Womens Housing Ltd

All women will have
safe, secure,
affordable housing
choices

Helpful phone numbers

Child Protection Emergency Service -13 1278
Direct Line (24-hr drug and alcohol counselling) -1800 888 236
Kids Help line -1800 551 800
Lifeline (24 hr crisis counselling) - 13 1114
Maternal and Child Health Line -13 2229
Mensline Australia -1300 789 978
Narcotics Anonymous - Victorian Area Helpline - 9525 2833
Narcotics Anonymous - National Phone line -1300 652 820
Sexual Assault Crisis Line - 1800 806 292
Suicide Line -1300 651 251
Victims Support Agency -1800 819 817
Women's Information and Referral Exchange - 9921 0878 or
1300 134 130
Gamblers Help Line Victoria 1800 156 789

**I've learned that people
will forget what you said,
people will forget what you did,
but people will never forget
how you made them feel.**

Maya Angelou