



# AUSCO

Australian Cultural Orientation Program

ACTIVITY BOOK



Australian Government  
Department of Social Services

Delivered by International Organization  
for Migration on behalf of the Australian  
Department of Social Services



IOM • OIM

## Table of contents

Getting started . . . . .	2
Unit 1 Australia – an overview . . . . .	3
Unit 2 Settling in . . . . .	5
Unit 3 Housing. . . . .	7
Unit 4 Health . . . . .	9
Unit 5 Money . . . . .	11
Unit 6 Education. . . . .	13
Unit 7 Employment . . . . .	15
Unit 8 Law. . . . .	17
Settlement stories . . . . .	18
Attainment record . . . . .	19



# Unit 1 Australia – an overview

Australia is a country full of opportunities and new experiences.

It is also a very large country, the sixth largest in the world. This means each area of Australia is different. In the north of Australia the climate is tropical, and in the south it is quite cool.

Although it is a large country, Australia does not have a large population – about 23 million people. Most of the people live in cities on the coast, but there are also inland farming towns. Australia’s capital city, Canberra, is also inland.

As you settle into your new life in Australia you will learn more about all the different regions in Australia. For now, you are going to be most interested in the city or town that you will first settle in. Your information pack contains pamphlets on different regions of Australia.

## Activity

### Comparing Australia to other countries

Use the map below to show where you will be settled when you arrive in Australia. How big is your home country compared to Australia? Can you draw it onto the map?





In what ways is the area you are moving to the same or different from where you live now, or where you have lived before?

The climate?

---

---

The population?

---

---

The industries?

---

---

The landscape?

---

---



Australians come from all over the world. Forty six per cent of Australians were born overseas or have a parent who was born overseas. They have brought different customs with them, which they are free to practice as long as they do not break Australian law.

What behaviours, customs or traditions have you seen that are different from what you are accustomed to?

---

---

---

How do you feel about those differences?

---

---

---

## Unit 2 Settling in

The quickest way to settle in to Australia is to find work and learn English but because you are arriving in a new country this can take some time. When you arrive the government may provide some important supports to help you adjust to your new life.

A caseworker or your proposer will help you access these services.

### Activity

Prior to beginning this topic note down what supports you think you will be offered on arrival in Australia. For each idea also note down where you got this information from.

At the end of the topic we will revisit your notes to see if you need to make any changes.

<b>I think I will receive this support when I arrive in Australia</b>	<b>Where did you get this information from?</b>	<b>Were you right?</b>
At the airport		
Housing		
Money		
Education		
Health		
Household goods		
Benefits		
Food		
Employment		
Child care		



## Activity

Can you match the service with the provider?

**Caseworker**

Payments for child care and living support

**Centrelink**

Classes for learning English

**Medicare**

Books, newspapers and magazines in different languages to borrow

**Adult Migrant English Program (AMEP)**

Person to help you settle in and access services

**Translating and Interpreting Service (TIS National)**

Offers support in paying for medical expenses

**Special Broadcasting Service (SBS)**

Interpreting information so you can hear it in your own language

**Public library**

Radio and TV news in many languages

# Unit 3 Housing

There are many different kinds of accommodation in Australia. Housing in the cities is different from the suburbs, and different from the regional towns. The houses are probably different from what you know from your own experiences.

The cost of renting and buying houses in Australia is very high. When you first arrive you will need to rent.

## Activity

Let's compare where you live now with where you might live in Australia. The third column is for you to fill in when you get to Australia!

NOW	NOW	IN 2 MONTHS
How much do you pay to live in your accommodation now?	How much do you think you will pay to live in accommodation in Australia?	How much DO you pay?
How many rooms does your current accommodation have?	How many rooms do you think your Australian accommodation will have?	How many rooms DO you have?
What facilities does your accommodation have now?	What facilities do you think your Australian accommodation will have?	What facilities DO you have?
Do you expect your accommodation will be better, the same or worse than where you live now? In what ways?	Does your Australian accommodation fulfill your expectations?	



 **Activity**

There are some important legal words you should learn to help you feel in control of the rental process. Translate these key words into your language so you have a useful reference list when you arrive in Australia. The information pamphlet on Housing will give you some clues.

Lease	
Landlord	
Tenant	
Real estate agent	
Bond	
Utilities	
Condition report	
Inspection	
Accommodation	

# Unit 4 Health

Australia has a good health care system but it may operate in ways that are different from what you have been used to.

You will have free or subsidised basic health care through a system called Medicare. However, some services like the dentist and getting eye glasses are not free.

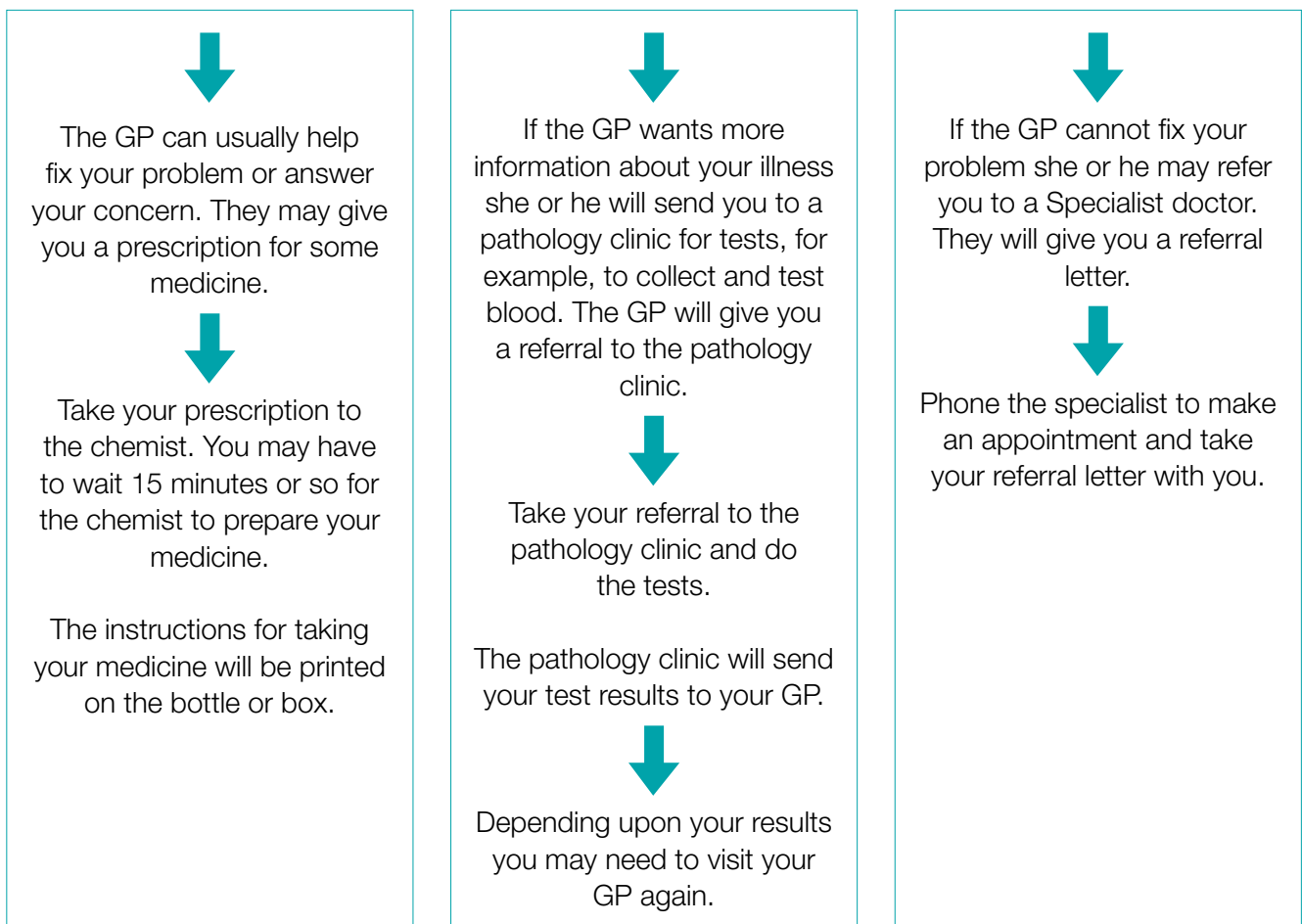
You will visit a General Practitioner (GP) or doctor for most of your medical problems. If your problems need more specialist attention they will refer you to a Specialist.

Here is a flowchart which describes the different steps that may happen when visiting a doctor.

Follow the steps and identify when they are different from your own experiences of visiting a doctor.

When you feel sick, or you have a medical concern your first step is to visit your GP.

## Phone your GP to make an appointment



 **Activity**

Write these key health terms in your language. The information pamphlet on Health will give you some clues.

General Practitioner/doctor	
The health care system	
Specialist	
Chemist	
Prescription	
Hospital	
Emergency	
Dentist	
Appointment	
Medicine	

# Unit 5 Money

Your first step in Australia will include opening a bank account and organising temporary financial assistance from Centrelink. You are then on the way to handling the dollars and cents of the Australian currency and making decisions about how to manage your income.

## Activity

Learn a few English words about banking and the Australian currency. Find the English word for these common banking terms. The information pamphlet on Money will give you some clues.

This account protects your money from theft or loss.	
Password for Automatic Teller Machine (ATM) and EFTPOS purchases. It is important to keep this password safe from strangers.	
A card which allows you to pay for goods and services with borrowed money.	
A machine which allows you to make cash withdrawals from your bank account using your Personal Identification Number (PIN).	
Allows users to pay for goods with available funds using their ATM card instead of cash, at most retailers.	

## Australian currency

Whose image is on the front of the Australian \$5.00 note? \_\_\_\_\_



Name the animals on the Australian \$1.00 coin \_\_\_\_\_



Your caseworker or proposer will assist you in settling into Australia, but you will be responsible for how you manage your income to meet your needs and dreams for the future. The cost of living in Australia can be high and living within a budget will assist you in meeting your immediate needs and planning for the future.

What do you think you would like to buy when you first arrive in Australia?

---



---



---

## Activity

### Budgeting

Here is a way to think about budgeting. List a few items in each section. In two months it might be different so try it again once you have settled into your new home.

NOW	IN 2 MONTHS
<p><b>Fixed expenses</b> – These are expenses which you must pay or problems can occur for you or your family.</p> <ul style="list-style-type: none"> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>	
<p><b>Flexible expenses</b> – These are expenses over which you have some control. You need the product or service but you can decide how much you buy or how much you use the service.</p> <ul style="list-style-type: none"> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>	
<p><b>Extras</b> – These are expenses over which you have total control. You do not have to buy them but you might like to have them.</p> <ul style="list-style-type: none"> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>	



# Unit 6 Education

As you make plans to move to your new home in Australia, you may have thoughts about the type of life you will lead, the type of job you may have or how your family will settle into a new community. Your personal commitment to learning English and taking advantage of educational opportunities will assist your settlement into Australia.

## Activity

The information pamphlet on School Education will give you some clues.

### The Australian school education structure

Level	Age (approx.)	Grade
Pre-school	3-5	N/A
Kindergarten	5-6	N/A
Primary school	6-12	1-6
High school/secondary school	12-18	7-12
<b>Note:</b> In some states primary school ends at Year 7 and high school starts in Year 8. Ask your proposer or caseworker for more information.		

In what ways is the education system in Australia the same or different from where you live now, or where you have lived before?

Free government education for children

---

---

---

Preschool for four year old children

---

---

---

Compulsory education for children between the ages of five and 17

---

---

---

Girls and boys attending school together

---

---

---

Expecting parents to get involved with school events and their child's education

---

---

---

In Australia, education and employment opportunities are closely linked. As you get ready to live in Australia, what plans do you have for meeting your educational needs?

 **Activity**

**Planning for your future learning and employment**

The information pamphlet on Adult Education will assist you with this activity.

How important are these services to you?

Service	Very important	A bit important	Not very important
Attending an AMEP course			
Completing a high school certificate at a Technical and Further Education (TAFE) college			
Completing a trade or skills course at TAFE			
Enrolling in an undergraduate university course			
Enrolling in a post graduate university course			
Attending a community education course			

While your caseworker or provider will assist you in accessing adult education services, what plans can you make to help with the process? What documents do you need to bring with you?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

What questions do you have about education that you want to follow up when you arrive in Australia?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# Unit 7 Employment

The job market in Australia is competitive, with jobs awarded on merit to those with relevant experience and qualifications. English language skills are highly valued. Many tradesmen and professionals may have to spend time working at unskilled jobs until they learn English and get their qualifications recognised or upgraded. **Remember:** this takes time and there are government services helping people to learn English and find work or training.

## Activity

The information pamphlet on Employment will assist you with this activity.

Read the statement and mark if it is true or false.

1. jobactive can help me find a job	True	False
2. I will receive income support when I arrive in Australia	True	False
3. My caseworker must find me a job	True	False
4. English skills are important for getting a job	True	False
5. Volunteers get paid	True	False
6. You don't have to pay taxes in Australia	True	False
7. Men and women are treated equally in the workplace	True	False
8. Once you have a job you must tell Centrelink	True	False
9. Being on time for work is important	True	False
10. Young children can work instead of going to school	True	False

## Activity

### Learn some English words

These are some words you should learn to help you understand some of the requirements or expectations about employment in Australia. Translate these key words into your language so you have a useful reference list when you arrive in Australia.

Tax File Number

---

Bank account

---

Work experience

---

Interview

---

Reference

---

Qualifications

---

Volunteer

---

 **Activity****Planning for a job in Australia**

What type of job would you like to have in Australia?

---

Make a plan for how you can achieve this job.

<b>Do I have these?</b>	<b>Yes</b>	<b>No</b>
English language skills		
Qualifications for this type of work		
Experience in this work area		
References		
Resume		
Interview skills		
A willingness to accept challenges and set-backs		
Information on how to achieve this job		

Make any notes about what you wish to follow-up in Australia.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

# Unit 8 Law

People’s beliefs and cultures provide them with a way of seeing and interacting with the world. As you settle into Australia, you will be faced with different ways of living and believing. This can be challenging, especially if the values and beliefs are in opposition to your personal values and beliefs. It is important to remember that Australia has a secular legal system which provides for a safe and equitable society; a society which expects people to take responsibility for personal actions and behaviours.

## Activity

Laws in Australia may be different from those in your country or other countries you have lived in. Mark the chart below to show if Australian laws are the same or different. Mark those that are challenging to your culture and beliefs. The information pamphlet on Australian Law will assist you with this activity.

Laws	Same	Different	Challenging to my culture and beliefs
Laws about giving money to government officials			
Laws about the role of police			
Secular laws, not religious laws			
Laws about domestic and family violence and violence as a form of punishment			
Laws about carrying knives or other weapons in public places			
Marriage laws			
Laws about the age of consent			
Laws about alcohol and smoking			
Laws about drugs			
Laws about equal rights for women			
Laws about driving a car			

**Make any notes about what you would like to know more about when you arrive in Australia. For example:**

- The nearest police station and the phone number to phone in an emergency
- More information about laws and driving a car
- More information about how to discipline children within the laws of Australia.

---

---

---

---



## Settlement stories

Australia has been settling refugees since World War 2, in the middle of last century. They have made an important contribution to the social, cultural and economic lives of all Australians. Each one of these settlers has a story to tell of their journey.



### Activity

Read the story provided to you by your AUSCO trainer and discuss their journey with your classmates.

What are the challenges they have faced?

---

---

---

---

---

---

---

What did they do to help themselves overcome these challenges?

---

---

---

---

---

---

---

What do you share in common with the person in the settlement story?

---

---

---

---

---

---

---

What will your settlement story sound like?

---

---

---

---

---

---

---

## Attainment record

How confident do you feel about each of the following.

- If you feel very confident put a cross in the box
- If you feel you have some understanding but need more information put a slash in the box
- If you know little or nothing leave the box blank.

You are not expected to cross every box. AUSCO is an introductory program so many of these learning outcomes will be achieved after you have had experience of living in Australia and attending further orientation programs there.

## Overview of Australia

Do you:	Can you:	Can you do these:
<ul style="list-style-type: none"><li><input type="checkbox"/> recognise English as Australia's national language</li><li><input type="checkbox"/> recognise Australia is a very large continent with different climatic zones</li><li><input type="checkbox"/> understand Australia is a multicultural society with a large migrant population</li><li><input type="checkbox"/> know the values underpinning Australia's parliamentary democracy</li><li><input type="checkbox"/> understand Aboriginal and Torres Strait Islanders have been living in Australia for approximately 50,000 years</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> ask general knowledge questions about life in Australia</li><li><input type="checkbox"/> identify Australia's states and territories including capital cities</li><li><input type="checkbox"/> identify Australia's historical waves of settlement</li><li><input type="checkbox"/> name some of the different behaviours you might see in Australia</li><li><input type="checkbox"/> explain your democratic rights and responsibilities, and how the election process works</li><li><input type="checkbox"/> name the key political parties in Australia</li><li><input type="checkbox"/> name Australia's key public holidays and explain why they are celebrated</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> complete the citizenship test</li><li><input type="checkbox"/> enrol to vote</li><li><input type="checkbox"/> access information on political parties and their platforms</li></ul>

## Settlement services

Do you:	Can you:	Can you do these:
<ul style="list-style-type: none"> <li><input type="checkbox"/> understand resettlement is a long-term process</li> <li><input type="checkbox"/> recognise there are challenges during the initial stages of resettlement</li> <li><input type="checkbox"/> recognise the importance of asking for help when needed</li> <li><input type="checkbox"/> understand that there are government and community service organisations available to help with resettlement</li> <li><input type="checkbox"/> understand you will be assigned a caseworker</li> <li><input type="checkbox"/> understand there are several important tasks you must complete upon arrival in Australia</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> identify the key tasks you must complete within the first few weeks of arrival in Australia</li> <li><input type="checkbox"/> describe the role of caseworkers and proposers</li> <li><input type="checkbox"/> identify government and community service organisations available to assist with resettlement</li> <li><input type="checkbox"/> identify other basic services which may be available in the local community, for example, sports clubs, social groups</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> access translating and interpreting services</li> <li><input type="checkbox"/> fill in basic information on official forms</li> <li><input type="checkbox"/> use public transport</li> <li><input type="checkbox"/> open a bank account</li> <li><input type="checkbox"/> register with Centrelink</li> <li><input type="checkbox"/> register with Medicare</li> <li><input type="checkbox"/> enrol in an English program</li> </ul>

## Housing

Do you:	Can you:	Can you do these:
<ul style="list-style-type: none"> <li><input type="checkbox"/> understand there is a wide variety of housing available in Australia</li> <li><input type="checkbox"/> understand you must pay rent to live in accommodation and the cost of renting in Australia is different in different regions</li> <li><input type="checkbox"/> understand the standard of accommodation you will be able to afford when you first settle in Australia</li> <li><input type="checkbox"/> understand it is your responsibility to maintain the cleanliness and tidiness of the rental property</li> <li><input type="checkbox"/> understand your first accommodation in Australia may be temporary and will be organised by your caseworker</li> <li><input type="checkbox"/> understand single people may need to share accommodation in Australia</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> use key vocabulary about the rental process</li> <li><input type="checkbox"/> name the household utilities you must connect and are responsible for paying</li> <li><input type="checkbox"/> name places where rental properties are advertised</li> <li><input type="checkbox"/> name your rights and responsibilities as a tenant</li> <li><input type="checkbox"/> name the landlord's rights and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> research and identify appropriate accommodation</li> <li><input type="checkbox"/> fill in important information on rental forms</li> <li><input type="checkbox"/> connect household utilities</li> </ul>

## Health

Do you:	Can you:	Can you do these:
<ul style="list-style-type: none"> <li><input type="checkbox"/> understand there are health checks you must undertake prior to and on arrival in Australia</li> <li><input type="checkbox"/> understand that it is highly recommended that your children receive immunisations</li> <li><input type="checkbox"/> know that some schools need a record of a child's immunisation status to be presented when they start day care or school</li> <li><input type="checkbox"/> understand there is free or subsidised basic health care through a system called Medicare</li> <li><input type="checkbox"/> understand that not all health services are free, for example dentistry and optometry</li> <li><input type="checkbox"/> understand health includes mental health and there are free counselling services to support you</li> <li><input type="checkbox"/> know to bring your medical documents with you to Australia</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> explain where to go for health assessment requirements on resettlement to Australia</li> <li><input type="checkbox"/> explain what Medicare does and does not cover</li> <li><input type="checkbox"/> describe the differences between public and private health services including the role of private health insurance</li> <li><input type="checkbox"/> outline different health services including when and how to access them</li> <li><input type="checkbox"/> explain the value of preventive health measures including immunisation</li> <li><input type="checkbox"/> identify the mental health and counselling services available in your settlement region</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> complete your health assessment requirements on arrival in Australia</li> <li><input type="checkbox"/> register for Medicare</li> <li><input type="checkbox"/> take personal responsibility for the health and wellbeing of yourself and your family</li> <li><input type="checkbox"/> phone emergency services if required to do so</li> <li><input type="checkbox"/> access the appropriate health services for your needs</li> <li><input type="checkbox"/> communicate your health needs yourself or through the interpreter service</li> </ul>



## Education

Do you:	Can you:	Can you do these:
<ul style="list-style-type: none"> <li><input type="checkbox"/> understand the role of the AMEP</li> <li><input type="checkbox"/> appreciate the importance of learning English to access higher education and employment</li> <li><input type="checkbox"/> understand the education system consists of a public and private sector</li> <li><input type="checkbox"/> understand the difference between public and private schooling</li> <li><input type="checkbox"/> understand that government education is free</li> <li><input type="checkbox"/> understand the responsibilities of parents in their children's education</li> <li><input type="checkbox"/> understand there are pathways to tertiary and further education</li> <li><input type="checkbox"/> know that you can have qualifications translated into English free of charge</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> use key vocabulary about education terms</li> <li><input type="checkbox"/> compare and contrast the Australian education system with your own experiences</li> <li><input type="checkbox"/> make decisions about schooling of children</li> <li><input type="checkbox"/> describe possible pathways to tertiary and further education</li> <li><input type="checkbox"/> identify support services available to people wanting to study</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> attend parent teacher interviews with TIS support</li> <li><input type="checkbox"/> research, select and enrol in an appropriate tertiary course</li> <li><input type="checkbox"/> enrol children in a local school and complete the necessary paperwork</li> <li><input type="checkbox"/> understand that school absences must be approved by the parent in written form to the school</li> <li><input type="checkbox"/> understand when school holidays are, and be able to make arrangements for the care of school aged children during school holidays</li> </ul>

## Law

Do you:	Can you:	Can you do these:
<ul style="list-style-type: none"> <li><input type="checkbox"/> understand all people are equal under the law in Australia</li> <li><input type="checkbox"/> understand the freedoms that underpin the laws of Australia</li> <li><input type="checkbox"/> understand that police are to be respected and not feared</li> <li><input type="checkbox"/> understand that all forms of domestic and family violence and sexual assault are against the law and these laws are enforced without exception</li> <li><input type="checkbox"/> understand that Australian government officials including police officers are unable to accept gifts or bribes</li> <li><input type="checkbox"/> recognise there are laws about owning and operating a private vehicle, sexuality, alcohol, tobacco, and violence</li> <li><input type="checkbox"/> understand that religious law is not enforceable if it is in conflict with Australian law</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> anticipate actions that may be illegal in Australia</li> <li><input type="checkbox"/> identify the agencies you can contact if you need legal support</li> <li><input type="checkbox"/> describe forms of domestic violence and what can be done to deal with domestic violence</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> contact police if you are in trouble</li> <li><input type="checkbox"/> contact agencies if you need legal support</li> <li><input type="checkbox"/> contact agencies if you need assistance with managing domestic or family concerns</li> </ul>

## Employment

Do you:	Can you:	Can you do these:
<ul style="list-style-type: none"> <li><input type="checkbox"/> understand the job market is competitive</li> <li><input type="checkbox"/> understand that overseas qualifications can be recognised in Australia</li> <li><input type="checkbox"/> understand the importance of learning English to gain employment</li> <li><input type="checkbox"/> appreciate that jobs are awarded on merit to those with relevant experience and qualifications</li> <li><input type="checkbox"/> understand the rights and responsibilities of employees in Australia</li> <li><input type="checkbox"/> understand job application and interview processes</li> <li><input type="checkbox"/> know that you can have qualifications translated into English free of charge</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> use key vocabulary about employment</li> <li><input type="checkbox"/> identify various job opportunities in Australia</li> <li><input type="checkbox"/> describe ways to find employment</li> <li><input type="checkbox"/> develop verbal and non-verbal communication skills for interviews</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> complete personal details on job applications</li> <li><input type="checkbox"/> write a résumé and cover letter</li> <li><input type="checkbox"/> research employment opportunities online</li> <li><input type="checkbox"/> pursue the recognition of overseas qualifications</li> </ul>

## Money

Do you:	Can you:	Can you do these:
<ul style="list-style-type: none"> <li><input type="checkbox"/> understand that internet banking is a common Australian banking practice</li> <li><input type="checkbox"/> appreciate the high cost of living in Australia</li> <li><input type="checkbox"/> understand the role of credit in Australian society and recognise the potential dangers involved with going into debt</li> <li><input type="checkbox"/> understand various Centrelink payments and their approximate amount</li> <li><input type="checkbox"/> understand common Australian banking institutions and practices</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> identify Australian currency and understand its value in comparison to your current currency</li> <li><input type="checkbox"/> identify opportunities to reduce household expenditure</li> <li><input type="checkbox"/> use key vocabulary about money and banking</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> use an ATM and EFTPOS facilities to withdraw money and make purchases</li> <li><input type="checkbox"/> put together a basic household budget</li> </ul>

## Travel

Do you:	Can you:	Can you do these:
<ul style="list-style-type: none"><li><input type="checkbox"/> understand the flight to Australia is very long, and you may have a transit stop</li><li><input type="checkbox"/> understand what facilities and services you will be offered on the plane</li><li><input type="checkbox"/> understand you will be met at the airport on arrival in Australia</li><li><input type="checkbox"/> understand what you can/cannot take with you to Australia</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> understand information on travel documents</li><li><input type="checkbox"/> describe details about your flight information</li><li><input type="checkbox"/> describe departure airport procedures including check-in, security, and immigration</li><li><input type="checkbox"/> describe arrival airport procedures including immigration, quarantine and baggage pickup</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> complete an Australian incoming passenger card</li><li><input type="checkbox"/> pack luggage that is compatible with airport/airline regulations and Australian customs and quarantine</li></ul>



**For further information please contact [AUSCO@dss.gov.au](mailto:AUSCO@dss.gov.au)**

*Revised edition (April 2018)*