

## HOST INTERVIEW CHECKLIST

	<ul style="list-style-type: none"> <li>• <b>Are you or any member of your household an employee of the Department of Immigration and Citizenship (DIAC)? If so please provide details.</b></li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Are you or any member of your household an employee or volunteer with any associated DIAC service providers? If so please provide details.</b></li> </ul>
	<p><b>Essential Reading for a host</b></p> <ul style="list-style-type: none"> <li>• Reference Guide for hosts of Asylum Seekers</li> <li>• Muslim Training for Hosts</li> <li>• Homestay Rules to help with house orientation with your guest</li> </ul>
	<p><b>What's the Program</b></p> <ul style="list-style-type: none"> <li>• Community Placement Network is a 6 week only DIAC funded homestay accommodation program.</li> <li>• The guest has become eligible to leave detention supported by the Community Assistance and Support program (CAS). Your guest has had health, identity and security checks.</li> <li>• Your guest will have very little money to live on, but he will be able to undertake work in Australia. Only male asylum seekers over the age of 18 are eligible for release to the CPN.</li> </ul>
	<p><b>Who Is Involved</b></p> <ul style="list-style-type: none"> <li>• The Asylum Seeker (Guest) has several agencies working with him through the visa application process.</li> <li>• <b>Department of Immigration and Citizenship (DIAC)</b> is involved in processing all applications for a protection visa.</li> <li>• <b>Australian Red Cross (ARC)</b> looks after the health and welfare of guests in the Community Assistance and Support (CAS) program, and a Red Cross caseworker is assigned to your guest.</li> <li>• <b>Immigration Advice and Application Assistance Scheme (IAAAS)</b> A migration agent has been assigned to your guest through this government funded scheme. His migration agent is the only person who can manage his claim for a protection visa.</li> </ul>
	<p><b>Aim of the 6 weeks</b></p> <ul style="list-style-type: none"> <li>• The aim of the HOST in this program is to provide a welcoming and safe orientation to the Australian community and a supportive home environment for the guest.</li> <li>• To support the guest who is <u>preparing to live independently</u> in the community.</li> </ul>
	<p><b><u>Immigration Advice – the legal requirements</u></b></p> <ul style="list-style-type: none"> <li>• Your guest might be at any one of the stages within the refugee status determination process, but is much more likely to be at an earlier stage. They may be very worried about their case and ask you to help them. If they start to discuss matters you feel may be relevant to their protection claim, it is important you tell that they should talk to their Red Cross caseworker or their IAAAS migration agent about what they have told you. It is important to let the asylum seeker know that while the things they say to you are confidential, there may be times when it is important for things to be shared with professionals working for them.</li> <li>• You must also be mindful that under <b>section 280 of the Migration Act, people who are not registered migration agents and give 'immigration assistance' are acting unlawfully and can be fined up to \$6600 (60 Penalty Units)</b>. It is no defense to say that you did not know you were breaking the law.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>General Points- Do's and Don'ts (amended from Refugee Council of Australia website)</b> <ul style="list-style-type: none"> <li>○ <b>DO</b> behave in a <b>culturally appropriate way</b>. In terms of language and gestures, take your cues from the people you are hosting. Women, in particular, should avoid initiating physical contact with men – even shaking hands – until you get the sense that this is acceptable. Another example is eye contact – if a person does not make direct eye contact, be mindful not to stare.</li> <li>○ <b>DO</b> bear in mind that asking your guest to repeat their traumatic stories may have a re-traumatizing effect on the individual.</li> <li>○ <b>DO</b> treat your guest as you would any person you have just met. Remember, people seeking asylum are just like us but living in difficult situations.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ <b>DO</b> offer a consistent relationship.</li> <li>○ <b>DO</b> only make promises that you can keep, and only offer to do something which requires an ongoing commitment if you are confident of your continuing involvement.</li> <li>○ <b>DO</b> encourage activities to reduce isolation and depression, like introducing them to your local soccer club, take them to a library where free internet can be accessed, show them where a mosque or churches can be found, or open air fruit and vegetable markets etc.</li> <li>○ <b>DO</b> allow time for trust between you and guest to develop – just like in any other friendship.</li> <li>○ <b>DON'T</b> raise guest's expectations regarding the guest's refugee determination process by telling them they will get a visa.</li> <li>○ <b>DON'T</b> venture into areas you don't know much about – especially those related to the processing of your guest's visa application, legal questions or trauma counseling.</li> <li>○ <b>DON'T</b> provide the guest with donations (of cash or otherwise), as it can sometimes set up a dynamic of "expectation" which can become unsustainable.</li> </ul>
	<p><b>House Orientation</b></p> <ul style="list-style-type: none"> <li>● We can provide you with a list of basic house rules that you may want to go through with your guest. This helps you both to establish expectations about what happens in your home.</li> <li>● Remember that you will have to take cultural and religious cues from your guest. Use your good judgment and try and work with what your guest is comfortable with.</li> <li>● Some guests may keep a bottle/bucket of water in the toilet this can be a common hygiene practice for some cultures/religions.</li> </ul>
	<p><b>Kitchen &amp; food</b></p> <ul style="list-style-type: none"> <li>● Sharing a meal can be a very welcoming experience in a home. Although preparing meals is not an expectation of host, please be open to sharing meals or having meals prepared for you by your guest. Your guest will need to use equipment in the kitchen and have storage space allocated for food and beverages.</li> <li>● If you want to include meals as part of the living arrangements, you are able to ask your guest for up to an additional \$30 per week if they wish to be included. <ul style="list-style-type: none"> <li>● Make sure you establish house rules about cleaning up after ones self and preparation times etc.</li> <li>● Handy tip- let your guest utilize equipment that you are not going to be concerned about damaging.</li> <li>● Please try and show your guest where the nearest and cheapest fruit and vegetable market is. If your guest is Muslim they may like to know where a Halal butcher is.</li> <li>● For more information on Halal food, please see the Muslim Training for Hosts.</li> </ul> </li> </ul>
	<p><b>Phone</b></p> <ul style="list-style-type: none"> <li>● The Australian Red Cross case worker may show the guest where and how to buy a phone card or the guest may have a phone card already. If not, cheap international phone cards can be purchased. Blocking international calls on your phone may be a good idea.</li> <li>● Show your guest how to use a public phone and explain that if they need to call a mobile number the phone will require a minimum \$2 coin payment.</li> </ul>
	<p><b>Internet</b></p> <ul style="list-style-type: none"> <li>● Showing your guest where the nearest library for him to access free internet and other resources is a great idea. Make sure your guest takes some identification. <ul style="list-style-type: none"> <li>○ Hosts should avoid allowing the guest to use their personal computer-viruses/loss/damage of files etc can upset hosts, may be better not to put yourself in that position in the first place.</li> </ul> </li> </ul>
	<p><b>Out and About</b></p> <ul style="list-style-type: none"> <li>● Make sure you give your guest a card with your <b>NAME, ADDRESS &amp; PHONE NUMBER ON IT.</b></li> <li>● Guests will not be eligible for travel concession, make sure they understand this.</li> <li>● Show your guest how to purchase a public transport ticket from your house to local shops (assist with first shopping experience), fruit &amp; veg markets and visit the Australian Red Cross Office.</li> </ul>
	<p><b>Payment &amp; Notice</b></p> <ul style="list-style-type: none"> <li>● Payments should occur fortnightly and 2 weeks notice does need to be given by the guest if they are intending to leave. Please notify us immediately if your guest departs, or if they have given notice as the expectation is that they will stay for 6 weeks. Please also advise if your guest has not come home for more than 24 hours.</li> </ul>
	<p><b>Call us anytime and ask us anything- on 03 9435 6621 (Mon -Fri) or call our 24/7 Support line on 1300MYSTAY (1300 697829)</b>  <b>Email <a href="mailto:Melbourne@homestaynetwork.org">Melbourne@homestaynetwork.org</a></b></p>

Keep an eye on the website [www.homestaynetwork.org/cpn](http://www.homestaynetwork.org/cpn)