

ORIENTATION CHECKLIST

Relocation

This checklist can help make your transition to urban and rural areas or remote and indigenous areas.

Relocation to an urban or rural area	
<input type="checkbox"/>	Please ensure you read all appointment information and documentation thoroughly. Refer to your information package which includes entitlements for officers on appointment and a guide for making relocation arrangements, including flights and uplifts if required.
<input type="checkbox"/>	Review the school website and contact the principal before the school year ends. Please note, many schools in rural and remote areas close one week before other schools.
<input type="checkbox"/>	Investigate the local government authority website.
<input type="checkbox"/>	Search for photos of town and local areas.
<input type="checkbox"/>	Plan in advance how to travel to your location, remembering to check public transport options, road conditions and accessibility during seasonal changes.
<input type="checkbox"/>	You may want to ask about local facilities and services, including banking, medical and retail services and locations.
<input type="checkbox"/>	Attend organised induction program activities noting these may be held in your school or organised by a region or central location.
<input type="checkbox"/>	Contact your regional Teacher Learning Centre (TLC) or Centre for Learning and Wellbeing (CLaW) to find out about the support they can provide.
Relocation to a remote or indigenous area	
<input type="checkbox"/>	Please ensure you read all appointment information and documentation thoroughly. Refer to your information package which includes entitlements for officers on appointment and a guide for making relocation arrangements, including flights and uplifts if required.
	If you are appointed to a school in a TR4-7 location, you may be entitled for a range of benefits and allowances as part of the Recognition of Rural and Remote Services (RoRRS) Scheme. Explore the Choose your teaching adventure booklet on the Rural and Remote Benefits page for more information.
<input type="checkbox"/>	If you are driving to your new school centre, check your vehicle has been serviced, is in good working order, and is suitable to make the journey. Let someone know where and when you are travelling, including your expected arrival time. It is important to always check seasonal considerations and road conditions.
<input type="checkbox"/>	Ensure you carry a basic car toolkit for emergencies. For example, first aid kit and drinking water.
<input type="checkbox"/>	Plan your journey to allow time for rest and unavoidable emergencies.
<input type="checkbox"/>	Track your kilometres for either tax or removal reimbursement, and keep all receipts for costs incurred.
<input type="checkbox"/>	Investigate mobile coverage with your phone provider, locate petrol stations and shops, and keep receipts for any accommodation.

